

Class Concept

Work in this class involves consultation and program/project administration in a specialized or targeted program area of assignment. Positions in this class may serve as lead consultant, program manager and/or project manager. Work includes associated administrative and/or business functions. Work involves developing and maintaining productive collaborative work relationships and assessing and responding to client needs, interpreting and applying program policies and practices, providing consultation, and performing program/project administration. Work may include information research and analysis, program marketing, and supervision of staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of public and business administration.
- Considerable knowledge of program objectives and standards in the area of assignment.
- Basic knowledge of personnel policies and procedures.
- May require basic knowledge of accounting practices and procedures.
- Basic knowledge of administering funds in accordance with program procedures
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.
- Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures.
- May require the ability to plan, assign, and supervise the work of subordinate positions
- Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public.

Minimum Education and Experience

Bachelor's degree from appropriately accredited institution and one year of experience related to the area of assignment; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.