

**CLASS SPECIFICATION
Assistant Program Specialist**

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs assigned professional administrative duties in support of a bureau program or project; assists in formulating program policies, procedures and information and outreach materials; and performs related duties as assigned.

NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.

DISTINGUISHING CHARACTERISTICS

Assistant Program Specialists perform entry-level professional analytical and program administration work assignments ranging from routine to moderate difficulty or support others in performing more difficult program development and management responsibilities in support of bureau-specific programs. Initially, incumbents perform assignments while learning City and bureau policies and procedures and specific techniques and legal requirements related to their assigned program area. As experience is gained, duties are performed with a significant degree of independence while still under general supervision. Incumbents are expected to carry out their responsibilities with initiative and creativity, exercising sound professional judgment and problem-solving skills.

Assistant Program Specialist is distinguished from Program Specialist in that incumbents in the latter class independently perform more difficult and varied analytical and work program implementation and administration responsibilities for a very small program or assist in doing so on larger programs or projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Performs program administration assignments in accordance with guidance and instructions given regarding approach and expected results; uses appropriate analysis and information-gathering processes to obtain required information; performs analyses and summarizes findings; studies and makes recommendations on assigned projects; prepares reports; assists in developing and implementing program goals and objectives; assists in coordinating program activities with other bureau staff and outside agencies.

2. Performs analytical and administrative assignments in connection with preparation of program budgets; with direction, prepares program revenue and expenditure analyses and budget status and monitoring reports.
3. Assists in drafting proposed contracts and tracking contractor performance.
4. With direction, conducts research, analyzes data and drafts policy and procedure documents to address identified program needs and issues; drafts associated communications materials for review.
5. Drafts for supervisory review a wide variety of materials on assigned program issues, including information, outreach and educational materials such as brochures, information packets, flyers, guides, handbooks, manuals and other documents; assists in conducting programs and/or events, including planning and carrying out event/activity logistical arrangements.
6. Compiles materials, researches problems and complaints and responds to requests for information.

OTHER DUTIES

1. Performs a variety of program administration duties in support of program functions and goals.
2. Develops and utilizes spreadsheets, databases and other computer applications to assist with assigned studies, projects and reports.
3. Performs a variety of special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of program, administrative and procedural analysis.
2. Principles and practices of public administration.
3. Principles and practices of sound business communication.
4. Basic principles and practices of public outreach and involvement, including marketing principles and practices.
5. Standard business software, particularly as related to statistical analysis and data management.

Ability to:

1. Analyze program, administrative, operational and procedural problems, evaluate alternatives and reach sound, logical, fact-based conclusions.
2. Collect, evaluate and interpret data, either in statistical or narrative form.

3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, orally and in writing.
6. Maintain files, records and documentation.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, social sciences or a closely related field; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Some work assignments may require a valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

7490 COMMUNITY RELATIONS ASSISTANT Adopted: 07-01-92

0962 ASSISTANT PROGRAM SPECIALIST Adopted:07-01-92

June 2009 - Change Job Class number from 7152 to 30000462, due to system change.