

## **1897-PROGRAM/PROJECT SPECIALIST**

**Concept of Class:** Perform and independently complete projects and/or coordinate programs utilizing broad experience, technical skill and knowledge of organization policies and practices. Exercise independent judgment and discretion.

**Qualifications:** High School Diploma/GED and five years related experience to include project management. Coursework in a related field may substitute for some years of experience. Additional skills and knowledge may be required of individual positions.

**Typical Tasks: (These examples do not include all possible tasks in this classification and do not limit the assignment of related tasks in any position of this classification.)**

Plan and independently complete administrative projects and/or provide administrative coordination for programs.

Plan and establish work goals, tasks, and resources required to complete administrative projects and/or coordinate programs.

Create and coordinate project/program communications including reports, correspondence, manuals, mailings, newsletters, grant proposals, brochures and evaluations, department website. Compose or assist in the writing of study results.

Create, implement, and/or modify computer-based information repositories for: enrollment records, event registrations, publications, compilation of required reports, financial systems, support materials and program records. Tabulates, calculates and analyzes data.

Handle complex interpersonal communication. Serve as liaison with other departments.

Coordinate project/program budgets. Identify issues and recommend solutions.

Identify and schedule outside consultants and/or vendors.

Evaluate the success of the project and/or program administration and make recommendations for improvement.

Research administrative problems. Gather related data, analyze past and current practices, and recommend possible solutions.

Provide lead responsibilities to include scheduling, training and directing the work of lower level staff. May supervise student workers. Not a PELRA Supervisor.