



<b>Job Title</b>	<b>Program Administrator I</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>19195</b>

### Class Specification – Program Administrator I

**Summary Statement:**

The purpose of this position is to perform a variety of administrative, analytical, strategic operational duties in support of public programs for the City and/or multiple City agencies. This is accomplished by managing the existing programs; conducting needs assessments; evaluating and implementing processes and procedures; developing and managing program budgets; monitoring grants and program contracts; creating new strategies; recruiting, training, supervising and directing others in key program areas; developing key community partnerships. Other duties include serving as liaison for leadership committees and being a subject matter expert of the programs.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Program Administrator series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Manages programs by evaluating current procedures and policies to ensure compliance with the program objectives. Monitors programs and services to ensure they meet stated goals. Oversees budget preparation and monitors the program expenses.
35%	Designs, develops and implements long range plans, programs and strategies to expand the program by conducting needs assessments; reviewing existing goals and objectives of the program; adapting existing programs; researching new programs to produce the needed results; collecting and analyzing information. Prepares reports and presentations regarding program information and opportunities.
15%	Consults with client groups, boards, communities, and organizations to identify program



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	needs. Acts as a resource about program development and initiatives. Identifies potential funding sources. Assists with proposal preparations. Monitors that proposal requirements are being met. Provides advice and/or recommendations to senior managers and officials concerning relevant issues.
10%	Serves and participates on intra-city and community partnerships committees and integrates programs into city initiatives as well as serves as liaison to community partnerships.
5%	Researches training needs and options; assists with development and delivery of required training to ensure staff have development opportunities and the needed resources to complete their jobs. Develops and delivers required training.

<b>Competencies Required:</b>	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	



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**Technical Skills Required:**

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in public administration, business administration, community development, social sciences, or other specifically related field.

Experience: Three years of full-time professional program experience with a large scale, complex program to include two years of lead or supervisory experience.

**Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.



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**Supervision Received:**

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Phones, fax, scanner, copier, personal computers and other standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office Suite.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014