



JOB DESCRIPTION

JOB TITLE: Program Assistant

SUPERVISION RECEIVED: Reports to and works under the general supervision of the department Director or Manager who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of this classification. However, when assigned, may direct, review, and assign work and provide training to others.

POSITION SUMMARY: Performs administrative duties of a difficult nature involving considerable variety and complexity of assignments and requiring independent judgment in applying guidelines to work situations.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Provides administrative support for the department Director and Managers as needed.
2. Prioritizes work according to departmental needs; determines workflow problems and develops solutions.
3. Receives, sorts, analyzes, and summarizes material for the preparation of reports; maintains department records.
4. Prepares advanced word processing, spreadsheet, and presentation documents as assigned including manuals, brochures, reports, budget documents, and PowerPoint presentations.
5. Prepares, submits, and reconciles purchase orders, and other financial transactions.
6. Assists in the development of program evaluation tools, techniques, and methods.
7. Assists in the development and implementation of quality assurance/quality improvement measures for the department.
8. Regular attendance and punctuality is a requirement of this position.
9. A professional and courteous manner and an ability to work harmoniously with other employees, clients and the general public.
10. Follow agency personnel and safety procedures.
11. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

High School diploma or equivalent plus additional specialized training in administration, office management, business or related field from an accredited college; and 3 years of progressively responsible administrative experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general office practices and procedures; considerable knowledge of office record keeping and reporting practices and procedures; considerable knowledge of efficient utilization of office equipment including personal computer systems; thorough knowledge of business English, grammar, and composition; proficient with the MS Office Software programs including Outlook, Word, Excel and Power Point.

Skill in the operation of office equipment including photocopier machines and personal computers utilizing word processing and spreadsheets. Skill in taking and transcribing oral and written material.

Ability to interpret program policies and procedures; ability to independently plan, organize and carry out work assignments; ability to analyze and prepare fiscal, financial and statistical records and reports; ability to communicate effectively both orally and in writing; ability to maintain positive business relationships with other employees, agencies and with the public; ability to work with information that is both sensitive and confidential in nature; ability to review the work of others as assigned.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. Typically exposed to office noises and interruptions such as printers, telephones, clients. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to grip, handle, and feel objects, or controls; and reach with hands and arms.

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____ Date: _____