

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PROGRAM ADMINISTRATOR
DEPARTMENT: VARIES
REPORTS TO: VARIES
CIVIL SERVICE: YES
SEIU

CLASS CODE: 0168
FLSA STATUS: N
DATE: 5/08; Rev. 2/10
BARGAINING UNIT:

JOB SUMMARY:

Under general supervision, plans, directs, evaluates, participates and supervises the work in the research, analysis and development of recommendations related to a variety of departmental programs; conducts administrative studies related to program policies, procedures and methods; coordinates the development and implementation of program or operational changes; monitors program contracts, grants, progress, budget and regulation compliance. Performs other related program work as required.

DISTINGUISHING CHARACTERISTICS:

Positions allocated to this classification are the highest working-level responsible for the unusually difficult and complex assignments, or are the first-level supervisors with responsibility for a complex program area. Positions allocated to this class based upon difficulty and complexity of assignment perform work at the highest level requiring the ability to work with a high degree of independence on problems, issues and subjects that have a wide ranging programmatic impact.

This class differs from the Program Manager in that the latter performs second-level management duties with responsibility for a major program.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over staff as assigned. May exercise full first line supervision over staff.

EXAMPLE OF DUTIES: *(Duties may include, but are not limited to the following)*

- Perform the more difficult and complex work of an assigned program that may include the review and analysis of program operations, policies and procedures, preparation and monitoring of contracts executed by the department and preparation of major program and departmental reports.
- Gather and study data regarding program operations; review and analyze program studies, policies and procedures, budgetary requirements and other aspects of program management; prepare reports and make recommendations on departmental policies, procedures and operations.
- Review and analyze legislation and state mandated regulations to determine impact on program; make recommendation for necessary actions.
- Represent the Department in meetings with community and personnel from other agencies.
- Compile and analyze data and make recommendations on the formulation of policy and procedures and staffing organizational changes.
- Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel and operational problems related to the program.
- Participate in the installation of new and revised programs, systems, procedures and methods of operation.
- Coordinate and perform the more complex and difficult program activities.
- Compile materials and assist in the preparation of budgets, reports, manuals and publications.
- Respond to complaints and requests for information.
- Participate in special projects as assigned.
- Perform other related duties as assigned.

IN A SUPERVISORY CAPACITY *(in addition to above duties):*

- Carry out supervisory duties in accordance with policies, procedures and applicable laws including: interviewing, hiring and training and mentoring, planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Depending upon area of assignment, may require experience, education and/or license/certification in a specific field or area such as: Mental Health, Public Health, etc.

Education and Experience:

One year of experience as a Senior Program Specialist, Senior Staff Services Analyst or Senior Department Analyst or two years of experience as a Program Specialist II, Staff Services Specialist or Analyst II or Department Analyst II; or three years of experience performing professional program work to include duties similar to those performed within the classifications mentioned above AND a Bachelor's degree from an accredited college or university in Public or Business Administration, Social Work, Behavioral Science or related field (two years of additional qualifying experience may be substituted for the required education).

Licenses and Certifications:

Valid State Driver's License (may be required in some assignments)

Other license/certification may be required depending upon assignment

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Functions, principles and operation of public administrative programs.
- General principles and practices of public administration including personnel administration, accounting, budgeting, staff development or program analysis.
- Principles and practices of effective supervision.
- Available sources of public administrative program law, legislation, rules and regulations.
- Principles of planning, organization, research and analysis.
- Principles of training and development.
- State and federal laws and regulations with particular emphasis on compliance requirements and funding allocations.

Skill in, Mental and Physical Ability to:

- Plan, organize, direct and review the work assigned to staff.
- Select, train, supervise, evaluate and discipline subordinate staff.
- Provide verbal and written technical direction to others.
- Communicate effectively in writing in order to prepare a variety of reports, correspondence and memoranda.
- Properly interpret and make decisions in accordance with appropriate laws, rules and policies.
- Communicate clearly and concisely.
- Identify problems and central issues.
- Establish and maintain effective working relationships with a variety of individuals.
- Work independently.
- Interpret new and revised regulations to project probable impact to the program.
- Collect, organize and evaluate pertinent data, define and validate conclusions, identify alternative solutions and project consequences of decisions and recommendations.
- Speak effectively in groups and in individual situations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.