

Program Specialist

Exempt (Pay Grade 11: \$48,876 - \$73,320)

Minimum Education/Experience

- Master's degree in relevant field
- 1 year relevant work experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none">• Sometimes leads one or more activities within a program, ensuring that assigned work is carried out within defined parameters, and suggesting modifications to achieve intended results.• Normally receives general directions on routine work , and detailed directions on new assignments.	<ul style="list-style-type: none">• Decisions moderately impact the progress and quality of assigned scope of work within a program.
Budget/Financial Accountability	<ul style="list-style-type: none">• Sometimes has budget responsibilities for activities within scope of work.	<ul style="list-style-type: none">• Decisions impact efficient use of resources within defined scope of work.
Institutional resources and relationships	<ul style="list-style-type: none">• Serves as spokesperson within the institution for activities s/he leads.• Sometimes serves as liaison to clients, recommending avenues for developing institutional resources.	<ul style="list-style-type: none">• Decisions moderately impact the program's image and relationship to clients and funding agents.
Staff leadership	<ul style="list-style-type: none">• Participates in a team of exempt and non-exempt staff.• Provides mentoring and coaching for appropriate staff to ensure the successful completion of assigned tasks.	<ul style="list-style-type: none">• Decisions moderately impact the quality and productivity of the work environment.