PROGRAM SPECIALIST
PARKS, RECREATION & HUMAN SERVICES

DEFINITION
Under general supervision, assist in the development of short and long term plans for programs and/or projects, monitor progress, assure adherence and evaluate performance.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

PRIMARY RESPONSIBILITIES:
- Plans and coordinates the development, implementation of activities, programs, special events, and other initiatives designed to achieve the overall mission, goals, and objectives of the department.
- Oversees and administers the day-to-day operations of assigned programs and activities related to the department/division.
- Creates, produces, and delivers a range of promotional, educational, and informational literature, presentations, and/or resource materials related to program activities and initiatives.
- Plans, develops, and implements strategies for identifying and generate funding and/or resource opportunities for program activities, to include development of grant and other fundraising proposals.
- Serves as primary liaison with internal and external constituencies on certain matters relating to program activities;
- Represents the city on various community committees/commissions;
- Employs problem solving skills as necessary on day-to-day program-related needs;
- Recruit and supervise temporary part-time, volunteer or student employees as assigned;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of contract compliance and regulations governing grants, community resources and program development techniques;
- Skilled in planning and developing programs, events and projects for youth and adults, recruiting workers and volunteers for assistance with events and programs, and establishing and maintaining effective working relationships;
- Ability to effectively communicate verbally and in writing, to perform essential duties with limited supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 30 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Three (3) years progressively responsible program management experience within a diverse community to provide a wide variety of social/community activities; must possess at the time of application and maintain a valid California Driver’s License. OR Any combination on education and increasingly responsible work experience in Public or Business Administration that demonstrates critical thinking and analytical skills necessary to perform essential job duties.