

SENIOR PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are engaged in promoting the mission of an organization or jurisdiction by researching programs, representing the chairman or administrator at a variety of meetings, seminars and conferences, providing information to the community, as well as overseeing the planning, organization, promotion and coordination of varied programs and their related projects. The work is performed under the general direction of a Board of Directors or department administrator with considerable latitude for independent judgment. May direct the work activities of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents the chairman or administrator on a day-to-day basis by taking phone calls, following up on his/her initiatives, creating outreach opportunities, attending meetings and seminars, etc. and reports on same;

Reads appropriate periodicals in order to get ideas and/or information to pass on to department head;

Keeps up with board or departmental meetings in order to follow-up on issues raised there, either through research or activities;

Acts as supervisor's liaison with similar programs and projects and interfaces with them as possible;

Identifies, contacts and investigates public and private resources and evaluates their potential including reading journals and newspapers, making calls, reading grant proposals from other counties, etc.;

Prepares press releases, publicity and outreach service flyers;

Speaks to individuals, groups and organizations about available services and programs, and promotes the chairman or administrator's vision and the department's mission;

Assumes supervisor's responsibilities in that individual's absence;

Logs and reviews all correspondence coming into the department, including letters, documents, periodicals and any other correspondence, routes to appropriate staff and follows up as able to relieve chairman or administrator of tasks;

Schedules appointments and sets up meetings for chairman or administrator, prepares informational packets and notifies all parties involved;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May monitor programs by reviewing budget expenditures and making sure that program objectives and grant specifications are being met.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of public relations and community organization; good knowledge of the planning, coordination and monitoring of programs; ability to plan and organize individual and group activities; ability to communicate effectively, both orally and in writing; ability to lead group discussions; ability to promote and follow through on initiatives of a supervisor; ability to establish and maintain cooperative relationships with others; ability to maintain a variety of records and prepare reports; ability to use computer applications such as spreadsheets, word processing, e-mail and database software*.

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MINIMUM QUALIFICATIONS:

1. A bachelor degree or higher and three (3) years of work experience in an organizational structure (a business, political party, municipality, school, church, charitable organization, etc.) which involved the clerical, technical or professional responsibility for community based programs which included disseminating information, public relations, public speaking, speech writing or lecturing.
2. An Associate's degree and five (5) years of the experience described above.

*To be demonstrated during the probationary period.