



## PROGRAM SPECIALIST 1

**Department:** Multiple  
**Job Class #:** 324100  
**Pay Range:** Professional 05

**FLSA:** Non-Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### GENERAL FUNCTION

The Program Specialist 1 is responsible for providing administrative support and program coordination for multiple programs within a small department or large division. Typical responsibilities include contracts and monitoring, coordination of RFP/RFQs, program plans, reports, boards and commissions, records management and administrative support.

### ESSENTIAL FUNCTIONS

- Assist in the administration of the office. Develop, recommend and implement office policies and procedures.
- Conduct research and special studies, collect data and prepare complex reports requiring thorough knowledge of departmental operations, procedures and regulations.
- Ensure timely and organized responses to public records requests, claims and litigation. Assure compliance with applicable laws governing the release of public records and may confer with department's management or attorney.
- Provide guidance to management, staff and the general public regarding requests for public records.
- Develop and write contracts for specific services, and ensure that providers are meeting contract compliance requirements.
- Assist in development and writing of RFP/RFQs for services.
- Prepare program budgets and monitor expenditures.
- Provide support to boards and commissions.
- Prepare ordinances for County Council.
- Recommend changes to programs and general operations and oversee their implementation.
- Assist in the coordination of long term planning and annual updates.
- Advise management and staff regarding complex, multi-dimensional issues impacting programs and policies.
- Provide guidance to staff on division/department goals in an effort to meet the specific goals developed by the department.
- Explain or interpret complex rules, policies, and procedures and may make decisions within those established policies and procedures.
- Perform administrative and office support functions.
- Review and maintain an awareness of federal, state and local laws and regulations affecting program services and client groups.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Handle frequent minor problems without assistance; consults with supervisor on major problems.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of

the position.

- Work a flexible schedule, which may include evenings, weekends, holidays and overtime

**OTHER JOB FUNCTIONS**

- Performs other related job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Program Specialist 1 is responsible for coordinating various programs, projects and administrative functions. Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. This position does not supervise but may provide training and guidance.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations, or participate in work-related assignments.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Moving throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting up to 20 lbs. associated with the job duties is required. Driving to meetings may be required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Program services and needs.
- Project planning, implementation, tracking and follow up.
- Principles, practices and techniques of contracting and monitoring.
- General accounting principles and practices.
- Research methods, data collection and analysis and reporting practices.
- Applicable federal, state and local laws, rules, regulations, and policies and procedures.
- Public Records and Public Meetings Acts.
- Records Management
- Administrative and general office practices
- Personal computers and management information systems.
- Human Resource practices and processes.

**Skill in:**

- Use of independent judgment and effective decision-making when applying departmental policies and procedures and in effective problem-solving.
- Communicating policy and procedures to the department.
- Use and operation of personal computer, job-related computer programs

**Ability to:**

- Research, analyze, and interpret complex policies, procedures and governmental regulations or laws.

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- Accurately maintain detailed records, files and data.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

**RECRUITING REQUIREMENTS**

Bachelor degree in public administration, business administration or a related field and 1 year experience is required or equivalent combination of experience and education. Positions in specific program areas may require program related experience, education and/or training.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS** A valid Washington State driver's license is required. Ability to successfully complete all required background investigations including submission of fingerprints is required.