

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Program Specialist I

CLASS CODE: 1696

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification assist in the delivery, administration or monitoring of a variety of city-sponsored programs that may involve planning, coordination and representing the city or specific department/division as needed.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level clerical classification in the General Administrative Series – Program Administrative Group job family within the City of St. Louis. Incumbents within this classification perform routine to moderately complex duties with a variety of program related tasks. The distinguishing characteristics of this classification within the series include assisting in the delivery, coordination or monitoring of a variety of city-sponsored programs.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Maintains records and files; prepares and reviews program related reports.

Performs administrative support duties, such as preparing legal documents, letters, forms, agendas or other paperwork for department programs.

Coordinates program related activities with outside agencies, community or other department units or personnel.

Consults with program participants, attorneys, or department or agency personnel.

Responds to inquiries and requests for information, makes referrals to service providers.

Resolves complaints or concerns involving programs, facilities, etc.

Documents compliance problems, notifies program participants of deficiencies.

Reviews files and documents to determine compliance with program guidelines, contracts, loan agreements, etc.

Facilitates training sessions, which includes notifying participants, ordering and distributing training materials.

May assist in with the evaluation of programs, or planning of future programs, events, or other program related activates.

May develop special filing systems, formats, form letters, forms, etc.

May make presentations to boards, committees, and department managers to promote program goals or discuss program related issues.

May conduct training for existing program; may develop lesson plans.

May coordinate volunteers and assist with the supervision of interns and volunteers.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, legal agreements, contracts, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, program participants and the public, on how to interpret or apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, calculator, telephone and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as annual reports, advisory board minutes, income eligibility forms, manuals, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

Functional Reasoning:

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as boxes of materials.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, sounds and associated with job-related objects, materials and tasks, such as preparing information for community meetings.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in the applicable field, or a related field; or an Associate's degree plus two (2) years of related specific relevant experience in the appropriate field; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS:

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.