<u>PROGRAM SPECIALIST (PRC)</u>

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under general supervision, an incumbent of this class performs a variety projects in the Department of Parks, Recreation and Conservation involving divisional administrative planning, and program development and implementation. Program areas and services include recreation, active and passive use parks and trail ways, golfing, and interpretive and historic sites. Assignments vary depending on the particular needs of the division to which the incumbent is assigned. Considerable independent judgment is exercised in project development, scheduling and implementation. Supervision is normally exercised over the work of subordinate staff assistants and clerical employees; does related work as required.

<u>EXAMPLES OF WORK:</u> (Illustrative Only)

Develops standards in the areas of correspondence, RFP's, Contracts, filing standards, scheduling, workflow, maintaining necessary records, special projects and inventories;

Monitors the delivery of services, contract performance and scheduling, making recommendations when necessary;

Supervises and trains employees in administrative processes and operations to insure timely completion of work;

Troubleshoots administrative problems through the analysis of data, workflows and systems, preventing and resolving complex problems for subordinates, supervisors and other employees within the division;

Arranges for the ongoing training of division employees on workflows, processes and procedures;

Plans, coordinates and reviews the work of the division staff to maintain an orderly workflow and work product consistency;

Participates in the development and oversight of special programs and services;

Maintains necessary records and inventories for the division and prepares reports as required;

Recruits and participates in the selection of personnel;

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

May perform other incidental tasks, as needed.

<u>FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES:</u> Good knowledge of Public Administration practices; good knowledge of the methods used in departmental personnel, budget and financial record keeping; good knowledge of the principles and practices of office management; working knowledge of research methods and the

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)
fundamentals of statistics; ability to make clear and accurate analyses of facts, figures and processes; ability to prepare precise reports; ability to analyze reports and other data; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; courtesy; good judgment; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and a Bachelor's Degree* and three years of administrative and/or supervisory experience in the field of recreation, horticulture, environmental management, forestry, or a related field.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Master's Degree* in Recreation, Horticulture, Environmental Management, Forestry or related fields may be substituted for one year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.