



**Senior Program Specialist**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Res. #
298	Exempt	2 – Professionals	AFCSME/Unrepresented	07	6/10/2020	20-026

**DEFINITION:** Under general direction, provides coordinative, technical, and administrative support for an assigned program; ensures adherence to all District, state, federal laws, and regulations related to the area of assignment to achieve the highest levels of safety and quality of service delivery. This is the advanced, lead-level within the Program Specialist series. Incumbents at this level participate in the implementation of programs and are expected to operate with a significant degree of independence and possess extensive knowledge of laws, regulations, policies, and procedures of the assigned program. This classification provides technical and functional direction to professional, technical and contract staff; may act on behalf of the Program Administrator in their absence.

**REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:**

- Provides lead direction, training, work review, and evaluation to staff providing administrative and technical support of an assigned program; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of the assigned work.
- Interprets and explains state, federal, District, and departmental policies, rules, and regulations to staff, clients, and the public.
- Develops, designs, coordinates, and delivers training programs related to assigned program.
- Participates in the development and implementation of policies and procedures to ensure that activities comply with established rules and regulations.
- Ensures compliance with federal, state, local, and District policies, regulations, rules, and guidelines governing the designated program.
- Reviews the work of lower level staff in the maintenance of the program's record-keeping system documenting program compliance.
- Provides administrative and technical support for proposal development and grant writing, including research.
- Attends and participates in a variety of professional meetings and regulatory training; stays abreast of new trends, innovations, laws, and regulations as they relate to the area of assignment.
- May represent the department and District at meetings, conferences, and seminars.
- May act on behalf of the Program Administrator in their absence.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; principles and practices of technical and administrative report writing; principles of providing functional direction and training; basic supervisory principles and practices; training techniques and presentation principles; routine to complex research, analysis of alternatives, and recommendation of practical solutions; principles and techniques for working with groups and fostering effective team interaction; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; modern equipment and communication tools used for business functions and program, project, and task coordination; computers and software programs to conduct, compile, and/or generate documentation relevant to the work performed.

**Ability to:** Plan, organize, and coordinate the work of lower level staff; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; prepare clear and concise business correspondence and reports; effectively represent the department and the District in meetings



## Alameda Contra Costa Transit District Classification Specification

### Senior Program Specialist

with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals; independently organize work, set priorities, meet critical deadlines, and follow-up on assignments; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education:** Equivalent to a bachelor's degree from an accredited four-year college or university in business or public administration, planning or related field.

**Experience:** Five (5) years of recent, verifiable, specialized administrative or program support experience or three (3) years at a level equivalent to the District's classification of Program Specialist. Additional years of experience may be substituted for education on a year-for-year basis.

**License and Certification(s):** Requirements may be established for individual positions, dependent upon functional assignment. Some positions may require a valid Class C California Driver License and meet the District's driving standards.

**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and may work in the field which requires incumbents to (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

**Special Requirements:** Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

**Established Date:** 10/23/2019 (Res. No. 19-034 )