



Date Adopted: December 16, 2014
Date Revised: February 18, 2020

Title: Program Specialist

FLSA: Non-Exempt, Part-Time/Temporary-Seasonal/At-Will

General Purpose:

The purpose of the Program Specialist classification is to assist in the development, organization, and operations of programs and projects within the City.

Distinguishing Characteristics:

Employees assigned to this classification are responsible for performing a broad range of tasks that support planning, coordinating and implementing programs within an assigned area. The individual is expected to perform routine and difficult staff work and take specific responsibility for the assigned programs.

Supervision Received/Exercised:

Receive direction from full-time personnel. As appropriate, may exercise technical and functional supervision over part-time recreation staff and volunteers

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under supervision, assist with planning, coordinating and implementing programs and projects within an assigned area.

Aid in the analysis, implementation and monitoring of City programs.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.

Conduct surveys and perform routine research and statistical analyses as requested; prepare related reports.

Compile materials and assist in the preparation of reports, manuals, publications and miscellaneous public information literature.

Oversee part-time recreation staff as assigned and review the activities of volunteers.

Assist with administrative tasks including the maintenance of records, files and other data.

Participate in assessing supplies needed for programs and requisition additional supplies as needed.

Assist in the assurance that City activities start and finish in the prescribed manner and time frames.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Minimum Qualifications:

Knowledge of:

Techniques and methods related to the coordination of the assigned program or project.

Basic budgeting techniques.

Pertinent local, State and Federal laws, ordinances and rules.

English language usage, spelling, punctuation, and grammar.

Principles and practices of record keeping.

Principles and practices of standard safety precautions.

Methods of program planning and evaluation.

Operational characteristics of the assigned Parks and Community Services program or project.

English usage, vocabulary, spelling and punctuation.

Customer service techniques.

Ability To:

Assist with planning, coordinating and implementing programs and projects.

Communicate in an effective manner, both orally and in writing.

Use a personal computer, including word processing, spreadsheet, database, and desktop publishing applications.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Attend day, evening, and weekend meetings and events.

Problem-solve conflicts and disputes.

Analyze, interpret and explain program policies and procedures.

Prepare written reports, newsletters, flyers and other written materials.

Exercise good judgment, tact and courtesy.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while conducting/reviewing programs; squat, climb, kneel and twist intermittently when setting up various programs; frequently interact with children (depending on program area); perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information; resolve customer services issues; interact with City staff, volunteers, vendors, and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Completion of twelfth grade and some college course work in the area relevant to the assigned program area.

Completion of Associates Arts or Science degree (A.A/A.S.) is desirable.

If assigned to Preschool Program, college course work must include specialization in early childhood education.

Experience: Two years of progressively responsible paid experience in programming and project areas representative of the assigned program area.

If assigned to Preschool Program, experience must include one-year of supervising staff.

Licenses; Certificates; Special Requirements:

At time of hire, must be 18 years of age or older

Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

Possession of a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.

This classification is designated as a Mandatory Reporter; Completion of Mandated Reporter training is required within one month of employment.

Possession of current certificate, credential or license in the area of specialty program (as appropriate). If assigned to:

Aquatics: Current certification in Safety Training for Swim Coaches; Water Safety Instructor; American Red Cross CPR for the Professional Rescuer with AED; Lifeguard Training with Administering Emergency Oxygen; First Aid for Public Safety Personnel (California Title 22) within one year of employment. Lifeguard Management certification desirable.

Preschool: Possession of valid Red Cross CPR and First Aid Certification.