

PROGRAM SPECIALIST III



Purpose:

Performs technical, program management duties and administrative duties, which require a comprehensive knowledge of assigned functional area practices and procedures and may require a comprehensive knowledge of project management, resource conservation programs and procurement of outside contractors in a public sector environment. Develops general program policy and procedures; provides technical advice and assistance and assures compliance with appropriate laws and requirements; investigates and resolves problems and complaints; and coordinates program activities with District staff and outside agencies. Performs work of a variable nature in accordance with established policies, practices and guidelines under general supervision.

Reports to: Department Administrator

Differentiating Characteristics

This classification is distinguished from the Program Specialist II classification by the responsibility to perform technical duties and program administrative duties with substantial operational autonomy, and by the requirement to independently make judgments requiring substantial technical analysis and to functionally supervise the work of assigned personnel.

Supervision Received and Exercised:

Supervises the work of assigned staff.

Examples of Duties:

Duties may include but are not limited to the following:

1. Develops program policies and procedures. Assures compliance with policies, laws and standards relative to program area; provides advice and training to district staff to assure proper practices and procedures are carried out.
2. Investigates problems and complaints and resolves matters within scope of authority; identifies potential problems and recommends solutions.
3. Monitors local, state and national issues, court rulings, changes in laws that affect the program or the District and keeps appropriate people informed.
4. Coordinates activities with District staff and with outside agencies; prepares and provides information regarding program to outside agencies and/or the general public.
5. Plans, organizes, and assigns the work of subordinate personnel; provides training as needed.
6. Maintains records and prepares reports related to the work.
7. Provides back-up support to other staff in case of absence or work overload.
8. Performs other related duties as assigned.
9. Makes recommendations to District administrators.

Knowledge, Skills and Abilities:

Knowledge of:

- Principles, practices, and methods related to the program area.
- Laws, court rulings and other authoritative standards related to program area.
- Effective methods and practices related to information development and dissemination.

Skills/Ability to:

- Communicate effectively with other employees and the general public using tact, courtesy and good judgment.
- Plan, organize and assign the work of assigned staff.
- Make presentations before community groups and school staff.
- Provide effective advice and training to other employees regarding program area.
- Understand and execute oral and written instructions, policies and procedures.
- Prepare and develop effective information.
- Establish and maintain effective working relationships with other employees, representatives of outside agencies and the general public.
- Physically perform assigned duties.
- Work Independently.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Bachelor's degree in a field related to the program area and four years experience in a work related to the assigned program.

Licensing/Special Requirements:

- Possession of or ability to obtain, a valid Oregon or Washington driver's license

Working Conditions:

Work may be performed indoors or outdoors. Travel is required. Incumbent must be able to stand, walk, drive, sit, push, pull, lift up to 60lbs, bend, stoop, kneel, reach, write, speak, and hear. Inspections of confined spaces may be necessary. Occasional attendance at meetings or activities outside of normal working hours.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: February 1999

Date Revised: May 5, 2023

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.