

CLASS TITLE: **Assistant Program Director**

CHARACTERISTICS OF THE CLASS: Under general supervision, assists in the administration of a public service program for a City department; and performs related duties as required.

ESSENTIAL DUTIES: Assists a division manager with program oversight responsibilities that include researching best practices and recommending new or revised; processes and procedures to improve program's service delivery; performs administrative and supervisory functions for programs aimed at improving economic, social, health and environmental conditions; speaks at civic, business and community organizations meetings to explain program and intended goals, present recommendations, and receive feedback; assists in promoting program's services including coordinating the preparation and distribution of informational materials and encouraging the public to participation in the service program; assists in coordinating program efforts with other agencies; reviews project records and reports to ensure compliance with previously established guidelines; assists in budget and grant preparation activities; maintains program records and documents; prepares project status and progress reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Social Service, Planning or a directly related field, supplemented by two years of responsible program administration experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the principles and practices of program planning and development. Good knowledge of program monitoring and evaluation methodology and techniques. Good knowledge of marketing strategies. Good knowledge of budgeting and financial management.

Ability to develop program evaluation criteria. Ability to develop program promotion strategies. Ability to work with various civic and social groups.

Good skill in the application of program administration and development strategies. Good interpersonal skills. Good analytical skills. Good organization skills. Good oral and written communication skills.

Working Conditions. General office environment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.