

Specification for Class of

PROGRAM ASSISTANT 1 - DCTED

**Abolished Effective June 1, 2005**

Definition: In the Department of Community, Trade and Economic Development, performs assigned professional work in program development and implementation and/or conducts technical research for projects.

Distinguishing Characteristics: Positions at this level perform professional work in developing and implementing community based enhancement programs or trade and economic development programs and/or positions conduct research and provide technical assistance in a variety of program areas. Positions are responsible to make some independent decisions but work under the direction or supervision of a higher level professional.

Typical Work

Assists in the development and implementation of state, federal and local programs;

Assists in the development of the following program evaluation-related activities: program evaluation plans; contractor compliance; develops and maintains program-specific data tracking systems; collects and analyzes data to measure compliance and efficiencies; performs economic analysis; integrates results into overall evaluation reports;

Serves as a team member on a service delivery team;

Coordinates workshops/seminars regarding specific projects or programs;

Assists in developing and monitoring contracts;

Represents the department at local, state, and regional meetings;

Assists in the preparation of grant proposals and agency reports;

Conducts preliminary analysis of data and makes recommendations to a higher level professional;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: community, trade or economic development, community based organizations and local government; principles of organization, administration, and training; principles, practices, and techniques of public relations and public information; principles and practices of business administration; business, community and family service relationships among government agencies, industries, businesses.

Ability to: work cooperatively; work in teams; speak effectively before groups; write clear, concise, and informative reports and letters; understand planning processes and be able to provide plans; collect and interpret rules, regulations, policies and information.

Minimum Qualifications

A Bachelor's degree.

AND

One year of professional experience in community, trade or economic development.

Professional level experience in community, trade or economic development will substitute, year for year, for education.

Additional administrative experience within the agency will substitute year-for-year for the above requirements.

Selective certification may be required for designated positions.

New class: 9-9-94