

Specification for Class of

PROGRAM COORDINATOR 2 - DCTED

**Abolished Effective June 1, 2005**

Definition: In the Department of Community, Trade and Economic Development, plans, develops, implements and/or manages a program(s) or portions of a program(s) or project(s) and provides technical consultation and training to clients in program planning, financing, grants management, contract development, market development, emergency preparedness, community revitalization, or other areas necessary to the success of the specific project or program.

Distinguishing Characteristics: This is the fully qualified professional level. Positions perform a wide variety of professional work in developing, implementing, and/or managing community based enhancement programs or trade or economic development opportunities for the State of Washington.

Positions at this level make independent decisions and work under general supervisory direction. Positions have assigned budget responsibility subject to approval by the supervisor and provide input into policy development.

Typical Work

Develops and implements federal, state and local programs;

Develops the following program evaluation-related activities: program evaluation plans; develops and maintains program-specific data tracking systems; designs, analyzes surveys; analyzes data to measure service and impact; performs economic analysis; integrates results into overall evaluation reports;

Utilizes a variety of data pertaining to varying situations to perform analysis or evaluation of problems;

Assists with development of legislation;

Prepares program proposals, monthly summaries and quarterly reports;

Conducts or oversees workshops and seminars related to DCTED programs;

Develops and monitors contracts required to achieve program goals;

Makes technical recommendations on projects, programs, policies, and plans;

Provides technical assistance and consultant services to public and private clients;

Conducts technical or scientific literature reviews;

Collects data and assists in analysis and preparation of technical reports;

Represents agency at professional local, state, and regional national meetings;

Supervises lower level professionals or clerical staff or serves in a lead capacity in a collaborative effort on service area teams;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: principles of organization, administration and training; principles, practices and techniques of public relations and public information; national and state programs including their application and intent; principles and practices of business administration; community, trade and family services relationships among government agencies, industries, and businesses; legislative relations.

Ability to: achieve results; work effectively with and influence clients; develop, organize, and present information and seminars; speak effectively before groups and obtain their voluntary cooperation; write clear, concise, and informative reports and letters; develop and coordinate concise and explicit plans and programs; understand budgeting and fiscal management techniques; logically and creatively utilize a variety of analytical and research techniques to resolve complex problems; analyze data and present ideas and information effectively.

#### Minimum Qualifications

One year of experience as a Program Assistant 1 - DCTED.

OR

A Bachelor's degree and two years of professional experience in community, trade or economic development.

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

A graduate or advanced degree will substitute for one year of the required experience.

Selective certification may be required for designated positions.

New class: 9-9-94