



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Program Specialist</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Director, Community Services</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2020</u>
DEPARTMENT: <u>Community Services</u>	JOB CODE: <u>500</u>	

SUMMARY:

The Community Services Department administers the Children’s Services, Community Health/Medical, Social Services, and Domestic Violence Funds. The Program Specialist is responsible for collecting, compiling, aggregating, maintaining, and reporting relevant data on agencies to ensure compliance with contracts and assist in analysis of return on investments.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Maintains current research on community needs, indicators, methods of measurement and evidence-based practices.

Assists with reviewing and summarizing submitted proposals. Assists with evaluation of proposals for soundness of program design, theory of change, budget, and sustainability.

Communicates regularly with partner agencies to develop proposals with meaningful outcomes and to determine progress on outcomes and performance and assist with evaluation of agencies through site visits, case record review, and assessment of results. Ensures agency compliance with reporting requirements and contract deliverables.

Provides technical assistance to partner agencies on RFP’s, reporting, outcomes, best practices, and performance management.

Assists with publications to ensure accountability and transparency, including reports, website, and media communications.

Pursues external funding opportunities that coordinate with the Boone County Community Children’s Services Fund and Community Health Fund.

Provides ombudsman assistance for parents, families, organizations, and stakeholders in the community.

KNOWLEDGE AND SKILL:

1. Knowledge and experience in data collection, measurement, and aggregation methods.
2. Knowledge and experience working with nonprofit mental health and substance abuse providers.
3. Knowledge of quality improvement principles and workflow processes.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to self-direct and work in collaboration with others.
6. Must have great attention to detail and be thorough and organized.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in social work, human services, business, information systems or related field or equivalent experience.

PREFERRED QUALIFICATIONS:

Experience in program delivery and program evaluation.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.