

PROGRAM ASSISTANT-ADVANCED-CONFIDENTIAL TITLE DEFINITION

I. DEFINITION

PROGRAM ASSISTANT-ADVANCED-CONFIDENTIAL

This is confidential paraprofessional work of considerable difficulty providing program support assistance to the head of a major program function or organizational activity, or to supervisory, professional, or administrative staff. Positions allocated to this classification spend the majority of the time administering and coordinating program activities rather than performing clerical/administrative tasks. Positions exercise a significant degree of independence and latitude along program lines which are governed by a variety of complex rules and regulations. Positions allocated to this classification are differentiated from Program Assistant-Confidential positions on the basis of the size and scope of the assigned program, the number and complexity of rules and regulations which must be interpreted, the independence of action, the degree of involvement in making decisions, the impact of decisions, and the judgment required by the position. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Prepare reports, project data, budget information, mailing lists, record-keeping policies and procedures, training programs, and schedules, and generally oversee operations
- Interpret rules, regulations, policies, and procedures for faculty, other employers and the public
- Analyze, interpret, and prepare various informational, factual, and statistical reports
- Assist in the development and revision of policies, laws, rules, and procedures affecting the entire program or operation
- Coordinate units within the department, between departments, or with the general public in an informative capacity for a variety of complex matters
- Conduct special projects; analyze, assemble, or obtain information
- Research and produce, as recommended by federal regulations and through the direction of an immediate supervisor, necessary data and information to prepare grant applications based on federal, state, and local funding regulations
- Prepare equipment and material specifications, receives bids and authorize the purchase of an operating department's equipment, material, and supplies
- Answer questions regarding the program or division via telephone, correspondence or face-to-face contact
- Compile data and assist with writing reports needed for an accredited program
- Compose correspondence, maintain files of program-related data, set up schedules, and perform any related administrative support functions necessary to the operation of the program
- May coordinate various aspects of a public relations for the program, such as preparing and sending out pamphlets, brochures, and various program publications, and responding to inquiries
- Plan, assign, and guide the activities of a unit engaged in current projects or programs

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

1. Positions which provide program support assistance of moderate difficulty and are more appropriately classified as Program Assistant-Confidential.