PROGRAM ASSISTANT SUPERVISOR
PROGRAM ASSISTANT SUPERVISOR/CONFIDENTIAL

I. DEFINITION

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This is supervisory or supervisory/confidential work of moderate difficulty providing program support assistance to professional or administrative staff which involves the supervision of subordinate staff who exercise some latitude for making program-related decisions. Positions allocated to this classification perform work comparable to that assigned an Office Associate or Office Operations Associate or Program Assistant-Confidential, in addition to supervisory or supervisory/confidential responsibilities. Work is performed under general supervision.

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

- Perform the duties of an Office Associate, Office Operations Associate or Program Assistant-Confidential, in addition to supervising the activities of employees performing program support assistance
- Maintain budget-related ledgers and records, and submit various reports
- Coordinate office management activities, recommending policies, procedures, guidelines, and instructions to improve administrative or operating effectiveness, and communicate revisions to subordinates
- Review input, establish priorities, approve or deny projects, and ensure that various applicable regulations, policies, directives, and procedures are followed
- Establish, revise, and implement policies and procedures which affect the assigned unit
- Analyze, assemble, and obtain information, and organize into report form
- Compose a variety of correspondence, with a portion being disseminated under the incumbent’s signature
- Communicate with the public, other state agencies, professional staff, and subordinates regarding program activities
- Assist professionals with special assignments
- Maintain and inventory physical quarters and equipment, contact vendors and accept bids, and authorize purchase of equipment, material, and supplies

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Program Assistant Supervisor-Advanced
Program Assistant Supervisor/Confidential-Advanced