

**Effective Date: July 1, 2015**

**PROGRAM ASSISTANT SUPERVISOR  
PROGRAM ASSISTANT SUPERVISOR/CONFIDENTIAL**

**I. DEFINITION**

**PROGRAM ASSISTANT SUPERVISOR  
PROGRAM ASSISTANT SUPERVISOR/CONFIDENTIAL**

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 Association, 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
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**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