Job Summary

The Program Specialist provides specialized guidance, day-to-day technical management and expertise over an assigned program.

Major Duties

Provides program technical assistance to staff, students/participants, faculty, administrators and other customers in relation to program/operational area;

Performs programmatic/operational functions for the assigned program;

Monitors participant/student work and progress;

Generates reports regarding program activity;

Maintains supplies and equipment;

Greet customers and ensure that appropriate information is provided;

Shares knowledge of services of the One Stop partners and other community resources;

Knowledge of all available resource materials;

Assist customers with job search and interview preparation process;

Other duties as assigned

Competencies

Oral and written communication skills

Decision making and problem solving skills

Skill in the operation of computers and job related software programs

Skill in interpersonal relations and in dealing with the public

Knowledge of current industry trends and technology

Minimum Qualifications

Associate’s degree in a course of study related to the occupational field \*and\* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

Preferred Qualifications

Experience with resume preparation and job search skills

Knowledge of WIOA policies, procedures, regulations and guidelines

Salary

Low $30,000