

**JOB TITLE: Program Support Specialist - Level 1**

**LOCATION: Sullivan Jackson Employment Center**

**RESPONSIBLE TO: SER-Jobs for Progress, Inc. (Administratively) and designated Sullivan Jackson Employment Center Office Manager (Operational).**

**HOURS: 8:00 a.m. – 5:00 p.m.**

**HOURLY WAGE: \$17.00/hour, 40 hours per week, plus Benefits**

**SUMMARY:** This classification is responsible for performing specialized support activities, under supervision by County staff, for a functional program or work unit. It differs from the Program Coordinator classification by its focus. The incumbent provides specialized support activities to a variety of activities for a program. It is distinguished from administrative classifications by the type of specialized support activities that are performed.

**DUTIES/RESPONSIBILITIES:** Work assignments may vary depending on the department's needs and will be communicated to the incumbent by the Pima County or SER supervisor.

- Participate in specialized support activities of a functional program or work unit in concurrence with program management staff;
- Provide specialized support activities essential to the completion of program objectives;
- Represent the program or work unit in meetings with county personnel and/or outside agencies;
- Serve as a liaison with various outside agencies, groups and establishments regarding specialized program activities;
- Manages and monitors specific data base for reporting to local, federal and state agencies;
- Oversees program eligibility and file management for local, federal and state funded programs;
- Assisting in monitoring partnering agency files for program compliance;
- Participate in developing specialized program activities goals and objectives;
- Research, analyze and report on specialized program activities;
- May facilitate training and discussions for staff and volunteers on specialized program topics;
- May utilize computer graphic programs and other equipment and tools for specialized program activities, especially management information activities.
- Perform other duties as may be assigned by the SER Director/ One-Stop Office Manager.

**KNOWLEDGE & SKILLS:**

**Knowledge of:**

- Automated information systems;
- Business English, spelling, grammar, punctuation, and composition;
- Rules, regulations, policies, and procedures germane to the work unit; Basic principles of contractual agreements;
- Research techniques and report writing;
- Principles and practices of employee supervision, training, and evaluation;
- Office practices, procedures, and equipment.

**Skill in:**

- Use of automated information systems to maintain data and produce documents;
- Organizing and coordinating meetings;
- Prioritizing multiple tasks and activities;
- Researching and compiling information and writing reports;
- Communicating effectively;
- Planning, assigning, and reviewing staff work;
- Performing basic arithmetic calculations.

These are examples of duties that may be assigned to the incumbent. It does not imply that this position will perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

**PREFERRED QUALIFICATIONS: EITHER**

Four years' experience performing secretarial or administrative tasks that demonstrate the knowledge and skills needed for this position. This includes two years' experience delivering overall support and coordination for a department, specialized program, or small business. Management Information experience preferred.

(Relevant education from an accredited college, university, trade or vocational school may substitute for up to two years' experience.)

**Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.**

**How to apply: email a cover letter and a resume no later than 5:00 p.m. March 18, 2022.**

**Please indicate what position you are applying for on the email subject line.**

**To: Erik Dorame – serjobs85713@yahoo.com**