

ECONOMIC OPPORTUNITY PROGRAM SPECIALIST 3

KIND OF WORK

Complex and advanced professional planning, operational or administrative economic opportunity program analysis work.

NATURE AND PURPOSE

Employees in this class are responsible for advanced work in a major functional area of economic opportunity program administration. Employees are responsible for highly difficult program development or technical assistance work. Assignments are general in nature and allow latitude for program planning, development and implementation. Employees may provide guidance and direction to lower level Economic Opportunity Program Specialists. Employees are involved with direct communication with federal and state agencies in the planning or operation of their components. Direction is received from an Economic Opportunity Program Supervisor by a review of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides specialized technical assistance to the disadvantaged and throughout the state such as, securing loans, manpower training and other supporting services.

Assists in organizing community and rural development councils throughout the state and assists in preparing grants for projects.

Provides highly sophisticated technical assistance to community action agency boards and staff.

Provides specialized service to overall program administration and operations and conducts specialized research or studies to determine funding sources.

Coordinates development, implementation and administration of a compliance review effort to ensure that community action program activities meet funding requirements.

Prepares complex position papers relating to economically disadvantaged programs and needs.

Coordinates the development and reviews written procedures, instructions and manuals detailing planning, operation or administration of economic opportunity programs.

Provides guidelines and advice to less experienced Economic Opportunity Program Specialists.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of economic opportunity programs and their regulations.

Considerable knowledge of specific economic opportunity program components such as grant preparation, planning, assistance or operation.

Considerable knowledge of departmental operating policies and procedures.

Considerable knowledge of agencies, commissions, interest groups and organizations involved with the economically disadvantaged.

Skill in:

Conceptual and organizational skills sufficient to prepare package funding proposals, design complex planning or technical assistance projects or develop technical monitoring research and assessment techniques.

Ability to:

Communicate effectively with low-income advocacy groups, public officials and the general public.

Communicate ideas orally and in writing.

Analyze and interpret complex program information and recommend necessary programmatic actions.

Coordinate the work of less experienced Economic Opportunity Program Specialists.

Est.: 10/77

Ckd.: 8/92

T.C.:

Former Title(s):