



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1601
1602
1603

EDUCATION PROGRAM ADMINISTRATOR

SCOPE OF WORK:

Work involves activities associated with coordination and administration of statewide programs relating to the education and well being of children.

DUTIES PERFORMED AT ALL LEVELS:

- Plan, coordinate, and implement assigned programs or segments of programs.
- Study and interpret state and federal statutes and regulations.
- Provide input to the development of policies and procedures for the implementation of programs.
- Provide technical assistance to local agency personnel to assist them in meeting state and federal program requirements.
- Coordinate, organize, and/or conduct training, workshops, and conferences relating to program responsibilities.
- Plan and conduct monitoring reviews to ensure compliance with program requirements.
- Communicate with local agency personnel regarding compliance reviews and actions necessary to correct deficiencies.
- Respond to inquiries from local agency personnel, legislators, and the general public.
- Write grant requests and research other means of funding.
- Perform activities associated with fiscal management of programs and/or grants, including but not limited to tracking receipts and expenditures, determining allocations, approving financial transactions, record keeping, etc.
- Coordinate reporting of local agencies; complete reports and documentation as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

EDUCATION PROGRAM ADMINISTRATOR I

1601

GRADE J

LEVEL DEFINITION:

Work at this level primarily focuses on providing technical assistance and monitoring local program activities for compliance and is performed under general supervision. Program administration activities at this level are very limited in scope and complexity and performed under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist in determining training needs; participate in planning and developing training sessions.
- Collaborate with others as necessary to resolve fiscal and programmatic issues that arise from compliance reviews.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and one year of professional-level experience involving grant writing, compliance monitoring, program coordination, or administration activities. The appointing authority may choose to substitute additional work experience involving grant writing, compliance monitoring, program coordination, or administration activities for the education requirement on a year-for-year basis.

EDUCATION PROGRAM ADMINISTRATOR II

1602

GRADE K

LEVEL DEFINITION:

Work at this level is characterized by increased responsibility in program administration activities and is performed more independently than the previous level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop and implement policies and procedures for administration of statewide programs; evaluate procedures at state and local level and make recommendations for improvement.
- Evaluate program effectiveness and modify program components or make recommendations on modifications as necessary.
- Assess current operations, regulations, etc. and plan future program direction and activities based on assessment.
- Determine training needs and participate in the planning and development of training sessions.
- Plan, implement, evaluate, and promote the interagency collaboration on service provisions.
- Prepare and administer individual program or conference budgets.
- Review grant applications and recommend grant awards; manage disbursement, reporting, and closure of grants.
- Develop long-term plans for local agency compliance with certain programs and for activities in the area of program integrity; monitor the plans and make adjustments as necessary.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a field related to the position's program responsibility area and two years of professional-level experience similar in nature and complexity with that to be performed. The appointing authority will identify specific certifications/credentials requirements at the time of recruitment.

EDUCATION PROGRAM ADMINISTRATOR III
GRADE L

1603

LEVEL DEFINITION:

Work at this level is characterized by the level of decisions made on an independent basis.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist teachers and administrators in program development; develop and oversee the development of materials appropriate to the program.
- Collaborate with various agencies to develop and optimize comprehensive services.
- Design, develop, coordinate, implement, and maintain data collection and management systems as required.
- Plan and direct program guidelines and monitoring activities to ensure program effectiveness and compliance.
- Participate in unit planning activities.
- Write program grants, approve grant awards, and assume responsibility for administration of grants.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a field related to the position's program responsibility area and three years of professional-level experience similar in nature and complexity with that to be performed. One year of the experience requirement must have included supervisory or program management responsibility. The appointing authority will identify specific certifications/credentials requirements at the time of recruitment.

Eff. Date: 11/97 – Incorporates positions in DPI classified as Human Service Program Administrator and 1601 Education Program Coordinator

Rev: 7/12 – Conversion to Hay System