



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 4310

JS PROGRAM ADMINISTRATOR ASSISTANT

GRADE H

SCOPE OF WORK:

Performs specifically designated work related to one or more Job Service programs or services under the direction of a Program Administrator.

DUTIES PERFORMED:

- Gather and/or maintain data on a specific program or service or on common facets of a number of programs or services.
- Perform a variety of administrative duties which may include some or all of the following:
 - Preparing written or verbal reports
 - Performing auditing functions
 - Conducting research
 - Performing data analysis
 - Coordinating and developing policy or procedure manuals
 - Monitoring performance of established programs or services
 - Creating formal responses to routine inquiries for information and/or program or service status
- Perform tasks related to management of an established program or service under the close supervision of a Program Administrator.
- Perform duties associated with conducting training of local office staff.
- Provide information concerning policy and procedure relative to established programs and services.
- Perform tasks related to the development and implementation of new programs and services in a closely supervised capacity.
- Participate in activities related to representation on committees and councils required to monitor or regulate activities of a program or service.

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

MINIMUM QUALIFICATIONS:

Five years of work experience that involved responsibility for program administration, project management, or administrative duties of increasing complexity. This work experience normally includes receiving and analyzing information, determining an appropriate solution from a number of alternatives, and assisting or directing customers

in implementing and completing necessary steps to resolves issues or satisfy inquires. Related college-level course work may be substituted for up to four years of work experience requirement on a year-for-year basis. The hiring authority may define more specific education and work experience requirements of the indicated type and level depending on the position being filled.

Eff. Date: 7/91 – Replaces class code 4321, Program Specialist I

Rev: 5/97 – Rewritten in current format

Rev: 04/03 – Revised minimum qualifications and changed control of budget dollars

Rev: 7/12 – Conversion to Hay System