
Programs Specialist

Reports to: Planner/Program Director

FLSA Status: Hourly

SUMMARY:

The Programs Specialist will be responsible for overseeing the Agency's programs. They will ensure the programs meet their objectives and are executed effectively according to established guidelines.

ESSENTIAL JOB FUNCTIONS

- Monitors program progress and makes adjustments as needed.
- Batch all approved applications to vendors and submit invoice to the finance department for payment.
- Confer with administrators on program financial status for the purpose of providing necessary information for them to make decisions, taking appropriate actions and/or maintaining compliance with established guidelines.
- Administers all the aspects of a program, or supervises others who assist with it.
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data, develops, writes, edits, and presents comprehensive statistical and narrative program reports and evaluation.
- Attend mandated trainings, meetings, and staff development opportunities.
- Prepares various reports and ensures reports are completed and submitted to appropriate agency or personnel according to established timelines.
- Provides consultation to administrators and personnel concerning assigned program accounting and budgetary activities and related functions; responds to inquiries, resolves issues and conflicts, and provides detailed and technical information concerning related laws, codes, rules, regulations, policies, and procedures.
- Inputs a variety of financial, statistical or budgetary data into assigned computer systems, runs queries, develops spreadsheets, and generates various reports and statements.
- Must have strong communication skills and the ability to interact with clients using both technical and nontechnical terms.
- Assist in preparing and evaluating budget request.
- Assists with the review of program area operations to identify areas in need of change and assists with the development of plans to improve or address areas of concern.
- Communicates with County Office staff, departments, and external agencies to advise and share and exchange information, resolve issues or concerns, and explain policies and procedures.
- Participates in various interim and year-end closing activities.
- Trains and provide work directions to staff as assigned.

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION

QUALIFICATIONS:

- Must have a High School Diploma or General Educational Development (GED) Equivalent.
- Excellent communication and interpersonal skills.
- Knowledge auditing, and budget preparation and control; electronic spreadsheets, data bases, and computer data processing.
- Must have the ability to establish and use good office administrative practices, which includes maintaining files and organization of work.
- Must be neat in appearance and have a pleasing personality.
- Must have the ability to work with people of varying degrees of experience and background.
- Must have the ability to use office equipment that is required of this position.
- Must be able to interpret written and oral instruction and effectively complete such tasks as may be directed.
- Have an interest in continuing education, such as workshops, etc.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Ability to read, analyze and interpret general business periodicals, professional journals, catalogs, agreements, contracts, specifications, technical procedures, and/or governmental rules and regulations.
- The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have a valid Alabama Drivers' License.

PREFERRED SKILLS:

- A minimum of an Associate's degree in accounting, business, fiscal management or a related field.
- Experience working with a nonprofit organization is preferred.
- Strong familiarity with Microsoft Office.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear. The employee frequently is required to reach with hands and arms; stoop, kneel, and crouch. The employee is occasionally required to climb or balance; crawl; and taste or smell. Ability to sit for prolonged periods, work with minimal supervision, think logically with attention to detail, prepare clear and accurate reports. Specific

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vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action of South Alabama.

Signature of Employee

Date

Revised 2.2023