

PROGRAM DIRECTOR

Supervision Received:

The program director receives very little direction and is considered a specialist in the component field assigned. The program director is responsible for the methods of doing work within the assigned component and interprets and applies program policies, rules and procedures. Job performance of the program director is measured by overall component results.

Scope of Work:

On-the-job tasks vary materially in character and involve non-repetitive demands to meet new tasks to perform or new problems to solve. Component problems needing action may involve a mix of different objectives, rules or techniques.

The program director must devise work methods and solution for problems. It requires continual application of acquired knowledge in field of specialty. Assistance in the solution of difficult problems is available from the Executive Director by request. Work is subject to pressure calling for inventiveness, communication, and decision-making skills.

Decision-Making:

The program director is guided by federal and state rules and regulations in decision-making. The program director makes component decisions and is responsible for the results of those decisions. Any changes in policy would be referred to the Executive Director.

Impact of the Position:

The results of planning component operations may have intra-agency or community ramifications.

Experience Level:

Requires extensive and progressively developing experience and knowledge in a field directly related to the work.