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## ACS PROGRAM SPECIALIST

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**PAY GRADE**  
9-11

**SALARY RANGE**  
\$34,798 - \$50,523

**FLSA STATUS**  
Non-Exempt  
& Exempt

### GENERAL DESCRIPTION

Performs routine consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the public. Works under moderate supervision, with latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program assignments.

Serves as a liaison to staff, government agencies, community organizations, or the general public to assist in explaining program specifics and requirements.

Markets program(s) to community and professional groups to encourage and/or improve interest in the program(s).

Monitors and reviews compliance with requirements, laws, regulations, policies, and procedures for assigned programs.

Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.

Assists in providing consultative services and technical assistance for agency programs.

Assists with the preparation of administrative reports, studies, and specialized projects.

Assists in preparing comprehensive reviews of literature, statutes, rules, and/or policies.

Attends seminars and workshops as needed and approved.

Other duties as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

A Bachelor's Degree in Social Science or Business Administration, Education, or a related field, plus at least one year's experience in administering social service programs, including work with senior adult or disabled populations preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Experience in a field relating to aging and/or healthcare services.

Ability to communicate with the general public, both via telephone and in person.

Working knowledge of word processing and excel is required.

Knowledge of virtual platforms, such as Teams and Zoom is helpful

Bilingual preferred.

**By signing below I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

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**Name**

\_\_\_\_\_  
**Date**