

## **Public Works Program Support Specialist**

An employee in this class performs a variety of journey-level work coordinating assigned programmatic and office support functions to ensure effective operations and logistical support for the assigned departments and/or programs. Work may include program planning and reporting; data management; maintaining program records and tracking data; creating program bills and invoices; processing invoices and tracking expenditures; generating records and reports; scheduling activities; advising staff, citizens, and the public on program content, procedures, and activities; addressing program-related inquiries; drafting program correspondence; preparing and maintaining program records and reports; and other records maintenance work. Work requires attention to detail, skill in office technology, and knowledge of department policies and procedures. Work is performed under the supervision of the department head or supervisory level and is evaluated through observation, conferences, and review of the quality and effectiveness of work completed.

### **Minimum Qualifications:**

- must have good communication and customer service skills
- must have excellent record keeping and organizational skills
- must be a high school graduate or hold a GED certificate
- must possess or have ability to obtain Notary Public certification

### **Essential Duties and Tasks:**

- Coordinates and assists in the planning, evaluation, and oversight of a department program(s) or project(s) to ensure compliance with department guidelines.
- Coordinates the activities of the program(s) or project(s) within assigned department and with community partners and/or government agencies.
- Compiles, enters, and analyzes program data in order to prepare regular and special reports; prepares technical worksheets, tables, and computations; and establishes, administers, and maintains program databases.
- Assists in preparing, updating, and monitoring budgets and grant proposals; monitors program expenditures and compliance; processes bills, statements, and vouchers; requests purchase orders; develops information to support budgetary requests; and maintains records.
- Conducts public relations and outreach activities; creates flyers, brochures, newsletter articles, press releases and correspondence.
- Performs records maintenance and management for assigned programs; enters general program activity and data in automated systems; enters data from established forms and files into computer, relevant software programs, or database; generates various records and reports for supervisors, program staff, or public requests.
- Creates and prepares bills and invoices for departmental or program functions.
- Advises staff and the public regarding program content, policies and activities.
- Reviews, verifies and records activity including financial or other departmental information; enters data into spreadsheets in prescribed formats; prepares and generates monthly, quarterly, and annual reports for departments; ensures that information provided is complete and correct.

- Coordinates program functions with appropriate departments and with outside agencies and organizations to accomplish program activities.
- Compiles and distributes information relative to program activities, interprets data and activity reports, and other materials in the functional area.
- Provides administrative support to the department and/or program management team, including coordinating appointments and meetings.
- Assists with the planning and execution of program events including logistics and on-site support.
- Screens and routes documents; sorts and distributes mail; receives email and routes or responds, orders material requested and processes billings.
- Utilizes spreadsheet and database software to develop and maintain records.
- Coordinates arrangements for program activities such as meetings, conferences, and events.
- Performs related duties as required.

**Position Open Until Filled**

***The City of Roanoke Rapids is an Equal Opportunity Employer.***

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

***Applications may be obtained at [www.roanokerapidsnc.com](http://www.roanokerapidsnc.com) or may be picked up at City Hall – 1040 Roanoke Avenue, Roanoke Rapids, NC***