

PROGRAM SPECIALIST

JOB SUMMARY:

Under the direction of the City Manager, the Program Specialist will be required to have strong organizational, administrative, and communication skills, provide complex managerial support to the City Manager related to senior program development and implementation. The Program Specialist will develop implementation strategies for key organizational programs. Tasks include, however, are not limited to, the development and promotion of senior citizen programs that are targeted at empowering the City of Kirby's senior community to lead healthy, active, safe, independent and engaged lives. The Program Specialist is responsible for managing applicable meal programs, and completing all associated reports. This position is responsible for grant research/coordination/writing, City Council reporting, and coordinating with other managerial personnel in implementing procurement procedures to acquire appropriate professional, construction, and equipment necessary to fully operate the City's Senior facility, programs, activities and field trips.

EXAMPLES OF WORK:

- Provides support to the City Manager and managerial personnel in the development of special events related to the senior citizen programs.
- Manages the day-to-day operations of the senior center facility and related programs
- Supervises part-time and full-time personnel responsible for transporting and assisting senior citizens
- Identifies available grant funding, assist in the development of grant supporting documentation, and monitors progress of grants to fund special programs and directs the work of grant consultants
- Coordinates with procurement personnel to prepare various procurement documents, RFP's, RFQ's and IFB's, to purchase various equipment, and necessary services in accordance with grant and funding requirements. Coordinates with managerial personnel in the development of associated agreements resulting from procurements.
- Manages the Food Bank distribution program
- In coordination with the Finance Department, completes all required quarterly reports and provides supporting documentation and statistical data accordingly
- Attends City Council, Board, Commission and Committee meetings as required and provides quarterly program reports, program and senior citizen activity data.
- Performs other related duties and fulfills responsibilities as required.

QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Business Administration, or related field, or an equivalent of five (5) years related experience.
- Grant Research and Grant Writing Experience Preferred
- Experience in developing and managing senior citizen programs.
- Valid Texas Driver's License with acceptable driving record

WORK LOCATION AND HOURS:

- Senior Center Facility
- Monday – Friday 8:00 A.M. – 5:00 P.M.
- Must be able to work evenings, weekends, and holidays as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain cooperative and effective working relationships with City officials, employees, event sponsors, vendors, and the general public
- Ability to comfortably communicate and engage the public through both verbal and written communication
- Knowledge of marketing and presentation development
- Knowledge in Microsoft applications and general office equipment
- Skills in social media messaging
- Knowledge in Public Administration, Municipal or County government services and programs