

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III –
Laundry, Food and Supply

SALARY GROUP: B19

DEPARTMENT: Laundry, Food and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Ronald A. Hudson DATE: 12/14/2012

POSITION #: 009066

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Participates in planning, developing, and implementing Laundry, Food and Supply programs; studies and analyzes operations and problems and prepares reports of findings; and recommends and coordinates activities to produce a more effective program.
 - B. Conducts program analyses, investigations, and reviews; makes site visits and works with unit staff in determining trends and resolving technical problems; and assists in the collection, organization, analysis, and preparation of materials in response to requests for program information.
 - C. Conducts surveys, inspections, and audits to determine compliance with regulations, policies, and procedures; and prepares justifications for and assists in implementing procedural and policy changes.
 - D. Prepares and assists in the preparation of program correspondence, management and productivity reports, studies, and specialized research projects; and assists in the preparation and evaluation of program budget requests and in the procurement of program items.
 - E. Assists in planning and developing training and operational manuals and educational information and materials; and provides training and technical assistance.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, Hotel or Restaurant Management, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

Equivalent technical or trade school courses in the field of culinary, hotel, or restaurant management may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Five years full-time, wage-earning auditing, inventory management, laundry or food service administration, program administration, or program evaluation experience.
3. Three years full-time, wage-earning institutional or commercial food service or laundry, or inventory management experience.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of audit procedures and inventory management methods.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.

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9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to develop, evaluate, and implement administrative policies and procedures.
12. Skill to review technical data and prepare technical reports.
13. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.