

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I –
Maintenance Project Coordinator

SALARY GROUP: B17

DEPARTMENT: Facilities Division

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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: Thomas L. Vian DATE: 05/09/2012

POSITION #: 022435

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Participates in the planning, development, training, and implementation of major work request processes and ensures accurate documentation of maintenance projects; and monitors compliance with requirements, laws, regulations, policies, and procedures.
- B. Assists in providing consultative services to plan, implement, and monitor effective programs to include coordinating and tracking project approvals, schedules, funds, and project progress; and assists in preparing justifications for procedural or policy changes.
- C. Assists with the review of program area operations to identify areas in need of change; and assists with the development of plans to improve or address areas of concern.
- D. Assists in the preparation of administrative reports, studies, and specialized research projects; assists in providing technical assistance in program area; and provides training on program services.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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II. 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, Industrial Technology, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning program administration, public administration, or technical program support experience.
3. Maintenance or construction experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles, practices, and techniques of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to develop, evaluate, and implement program policies and procedures.
10. Skill to gather, assemble, correlate, and analyze facts.

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11. Skill to review technical data and prepare technical reports.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to plan, organize, and assign the work of 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 and outside, 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, video cameras and equipment, tape recorders, and automobile.