



University System of Maryland Job Class Specification

TITLE: PROGRAM MANAGEMENT SPECIALIST
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: B-131199

JOB CODE: N10PM1
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: OFF GEN

APPROVED BY: Chancellor's Designee
James Sansbury , Acting Director of Human Resources

EFFECTIVE DATE: 02/03/2005

JOB SUMMARY

Under general supervision, performs a variety of routine professional and analytical assignments involving the practical application of management principles and techniques to routine operational activities.

PRIMARY DUTIES

1. Assists in the management of assigned program or supervision of an operational unit. Assists in the planning and implementation of new or revised programs, procedures, practices and organization.
2. Assists in or conducts studies and analyses of programs, organizations, procedures, or systems of limited scope or assists senior specialists in more complex projects.
3. Collects, compiles, and organizes data pertinent to various ongoing studies. Analyzes, summarizes, and communicates this information to appropriate officials.
4. Assists in the preparation of final reports, recommendations, and other information resources for the improvement of the organizational element or its programs.
5. Assists in planning and coordinating administrative activities of a program, such as assisting in the formulation and preparation of the organizations's budgets, grant proposals, and project proposals.
6. Consults with program head and administrative officials regarding policies, trends, and interpretation of data and program needs following specific instructions.
7. Conducts basic efficiency, time and cost studies and analyses of work processes and systems. Prepares simple statistical tables and charts, staffing patterns, work flow and organization charts.
8. Establishes effective communication channels and acts as liaison

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between the program and officials within and outside the institution.

9. May supervises clerical personnel.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree.

EXPERIENCE: Two years experience in administrative staff work.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Elementary knowledge of reference and research methods and techniques used in collecting, compiling, and organizing data and information; of basic methods and techniques used in organizing and conducting studies and analyses or programs, procedures, and organizations; of basic analytical and statistical principles and techniques. Skill in the use of office automation software and its application; in operating manual and automated office equipment. Ability to establish and maintain effective working relationships; to present ideas and information clearly and concisely both orally and in writing; to perform mathematical computations; to present statistical material in chart and graph form.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A