

NEW CASTLE COUNTY GOVERNMENT

Number 0144

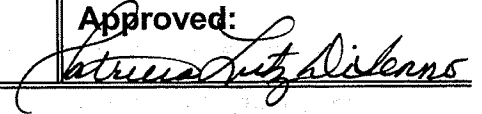
CLASS SPECIFICATION

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Date 05/01/01

Title: SPECIAL SERVICES PROJECT MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible management analyst work to achieve efficient and effective operations within Special Services Department functional responsibilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting in the review of various support functions within the Special Services Department. This employee is responsible for defining varied and County-wide program requirements, fiscal impacts, alternatives, recommendations and modifications to ensure the delivery of the proper levels of program services. This employee carries out special management-level projects as required. Under general supervision, this employee has wide latitude in policy writing and defining, devising and implementing County-wide programs. This employee works under general supervision and may supervise other employees when necessary.

EXAMPLES OF WORK: (Illustrative Only)

- Evaluates and analyzes programs and projects to determine the effective use of resources and the effects of implementation of new or modified programs and projects;
- Ensures compliance of departmental policies and procedures in conjunction with established goals and objectives;
- Assists in the compilation of data for the development of project budgets;
- Analyzes operations to include work flow, service delivery and fiscal impact;
- Develops, revises, recommends and implements procedures, systems and alternatives for the department=s operational improvements;
- Recommends alternatives resulting from analyses and planning studies of operations;
- Performs special assignments as needed;
- Supervises, trains, instructs and evaluates employees;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

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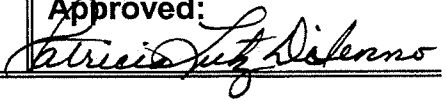
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Date 05/01/01

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Title: SPECIAL SERVICES PROJECT MANAGER

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the modern principles and practices of business and office management, operational analysis and office systems to include accounting and fiscal management; ability to perform independent analyses and interpret data; good knowledge of laws and regulations relating to departmental activities; ability to plan systems and to establish and administer complex procedures; ability to communicate courteously and effectively, both verbally and in writing; ability to identify program deficiencies and to recommend and implement changes; ability to prepare reports and make evaluations; ability to prepare financial forms; ability to establish and maintain effective working relationships with co-workers, other departments, agencies and the general public; ability to effectively supervise employees; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE: At least five years experience in performing progressively responsible management analyst functions and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 11/01/97
Revised: 05/01/01