

**University of Nebraska Central Administration**  
**Job Description**

**General Information**

Working Job Title: Program Specialist, Resource and Program Development	Job Family: Education and Outreach	Job Family Zone: Specialist (49263300)
Position Number:	Department Name: Buffett Early Childhood Institute	SAP Organization Unit Number: 50008150
Employee's Name:	Date of Last Update: July 20, 2017	Title of Supervisor: Associate Director of Program Development
SAP Personnel #:	Last Updated By: Maria Malnack	Name of Supervisor: Kim Bodensteiner

**Position Summary**

This position will assist the Director and Associate Director of Program Development with design, coordination, and implementation of program development initiatives.

**Duties & Responsibilities**

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<ul style="list-style-type: none"> <li>• Conduct on going scans of national birth – grade 3 research and program/policy reports for materials of relevance to Program Development team.</li> <li>• Create and maintain a database of birth – grade 3 programs and resources including new research and program information from national sources.</li> <li>• Assist with Greater Nebraska and other program needs assessments, resource documentation, and framework/strategic plan development.</li> </ul>	60	E
<ul style="list-style-type: none"> <li>• Organize and coordinate documentation activities and materials for the Superintendents' Early Childhood Plan and other Program Development initiatives.</li> <li>• Develop content for evidence-based program area materials, including literature reviews, reports, and other dissemination documents.</li> <li>• Contribute to planning, writing, and editing reports and presentations.</li> <li>• Perform other duties as assigned.</li> </ul>	40	E

**Zone Definition Factors**

**Nature/Complexity of Work**

Strong organization and project coordination skills and the ability to prioritize tasks.  
 Self-initiative, good follow-through, and ability to work without supervision.  
 Ability to work collaboratively.  
 Ability to integrate and synthesize information.  
 Excellent communication skills, including spoken and written communications.  
 Adept with computer technology and related program or applications.

**Problem-Solving/Decision-making**

Problem-solving and appropriate decision-making will be required as an element of this position.

**Strategic Impact**

This individual is required to be proficient and conscientious when representing the office of the Buffett Institute at all times. Any errors reflect unfavorably on the individual, the Institute, and potentially the university as a whole. The individual is accountable for taking appropriate steps to correct any errors.

**Know How**

This position demands the ability to take initiative, work as a member of a team yet operate independently when necessary, and thrive in an entrepreneurial environment. The incumbent must be detail-oriented and accurate; able to prioritize effectively, multi-task, and quickly respond to shifting priorities; possess strong research skills, including the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; and have a willingness to learn and utilize new technologies and train others when needed.

**Interactions**

Employee will work extensively with all staff at the Buffett Institute, UNCA, campus representatives, and other community partners.

**Supervision**

This position exercises no direct supervision over others.  
 This position receives direct supervision from the Associate Director of Program Development.

**Minimum Requirements**

Master’s degree in education, child development, or a related discipline required; plus three years of demonstrated success in a related role

An equivalent combination of education and experience from which comparable knowledge and abilities are acquired may be considered.

**Physical Requirements**

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

*Indicate intermittent or constant*

	<b>Circle the appropriate number of hours</b>	Intermittent	Constant
Sit	0 1 2 3 4 5 6 7 8	6	_____
Stand	0 1 2 3 4 5 6 7 8	1	_____
Walk	0 1 2 3 4 5 6 7 8	1	_____
Drive Motor Vehicle	0 1 2 3 4 5 6 7 8		_____
Explain			

<b>2. <u>THIS POSITION REQUIRES:</u></b>	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X		
Bending	X		
Kneeling	X		
Reaching			
➤ Overhead	X		
➤ Forward	X		
➤ Low	X		
Twisting	X		
Crawling			
Climbing			
➤ Ladder			
➤ Stairs	X		
➤ Other			
Walking on rough ground			
Exposure to changes of temperature/humidity			
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

**3. THIS POSITION REQUIRES EMPLOYEE TO:**

Indicate letter in appropriate Space: <b>LIFT=L</b> <b>CARRY=C</b> <b>PUSH=P</b>				
<b>PULL-PL</b>	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L, C, P, PL			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

\* If the position requires the employee to handle over 50 lbs - please explain

**4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:**

	RIGHT	LEFT	BOTH
Keyboarding			Yes
Filing			Yes
Other	Operation of a computer mouse with their dominant hand.		
Explain:			

**5. POSITION REQUIRES ATTENDANCE AT THE WORKPLACE YES**

*Job Family Zone Questionnaire*

**In Each Section, please select one answer that best describes your job:**

**Knowledge Skills and Abilities:**

\_\_\_\_\_ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

\_\_\_\_\_ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

\_\_\_x\_\_\_ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

\_\_\_\_\_ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

\_\_\_\_\_ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

**Problem Solving/Decision-making:**

\_\_\_\_\_ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

\_\_\_\_\_ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

\_\_\_x\_\_\_ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

\_\_\_\_\_ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

\_\_\_\_\_ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

**Interactions:**

Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

**Supervision Received:**

Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

**Supervision Exercised:**

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

\_\_\_\_ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

**Impact:**

\_\_\_\_ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

\_\_\_\_ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

X  Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

\_\_\_\_ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

\_\_\_\_ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= SPECIALIST
Authorization:	Name:
	Date:
Human Resources	
Supervisor:	
Administrator:	