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Job Specification 80081

PROGRAM ASSISTANT, ADMINISTRATIVE SERVICES

DEFINITION

Under general supervision of a Professional Services Specialist 2 or other supervisory officer in the Administrative Services area at a state college, is responsible for performing basic professional functions using established policies, procedures, precedents, and guidelines; does related work as required.

EXAMPLES OF WORK:

Applies principles, federal and/or state laws and regulations in the course of official duties.

Consults with the supervisor on a regular basis to discuss progress, identify problems, and effect resolutions.

Establishes liaison and maintains cooperative working relationships with other staff or areas whose functions impact on assigned responsibilities.

Assigns and monitors the work of part-time and/or student workers as required.

Assists in the development of training programs for students, staff, and others.

Provides guidance and instruction in the proper and safe use of equipment for which the area is responsible.

Schedules use of, sets up and maintains equipment; performs experiments and demonstrations.

Gathers and compiles materials for publications and other requisite reports.

Attends and participates in meetings and events related to assigned responsibilities.

Secures and safeguards equipment and facilities for which the area is responsible.

Prepares clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Prepares correspondence in the course of official duties.

Maintains essential records and files.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute experience on a year for year basis.

NOTE: Applicants who possess an Associate's degree may substitute two (2) years of position-related experience for the remaining two (2) years of education.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the principles and techniques essential to the performance of assigned responsibilities.

Ability to acquire knowledge of college policies and procedures.

Ability to comprehend, interpret, and apply established law, regulations, policies, procedures, precedents, and guidelines.

Ability to provide guidance and instruction in the use of assigned equipment.

Ability to establish and maintain cooperative working relationships with other offices or organizations whose functions impact on assigned responsibilities.

Ability to gather and compile materials for publication.

Ability to assign and monitor the work of other employees.

Ability to represent the college at conferences, meetings, and seminars.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to prepare correspondence.

Ability to maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: P16-80081 (NE/12)
P13-80080 (NE/10)

JMR

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