

# Job Description

## Program Administrator

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Program Administrator is responsible for developing and administering programs in the community.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Program Administrator reports to the Senior Administrative Officer and is responsible for researching, developing, administering and evaluating programs in response to the identified needs of client groups and community organizations.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

### 1. Conduct Program Planning

#### Main Activities

- Consult with client groups to identify program needs
- Consult with boards, communities and organizations to identify program needs
- Develop long range plans, programs and strategies
- Monitor programs and services to ensure they meet stated goals
- Assist with program evaluations and updates to programs and services
- Act as a resource about program development and initiatives
- Collect and analyze information and data for an annual report
- Prepare briefing notes, reports and presentations as required
- Provide advice to senior officials concerning relevant issues
- Develop policies, guidelines, standards and reporting systems

### 2. Research and develop programs

#### Main Activities

- Review existing programs
- Adapt existing programs as required
- Research new programs
- Design and develop new programs
- Design program components
- Make recommendations about adapting programs to meet unique needs
- Research training needs
- Research training options

- Develop and deliver required training
- Evaluate programs and components

3. Administer programs

Main Activities

- Prepare and distribute program information and opportunities
- Identify potential funding sources
- Assist with proposal preparations
- Monitor that proposal requirements are being met
- Monitor budgets
- Participate on inter-agency and community committees

4. Perform other related duties as required

**KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

**Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ the legislation, regulations, policies and procedures for program development
- ✓ office administration
- ✓ an understanding of the northern economic, cultural and political environment

**Skills**

The incumbent must demonstrate the following skills:

- ✓ ability to administer programs and initiatives
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

**Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be flexible
- ✓ be respectful
- ✓ demonstrate sound work ethics
- ✓ possess cultural awareness and sensitivity

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Program Administrator will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Program Administrator may also have to do some light lifting of supplies and materials from time to time.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Program Administrator may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of community members and organizations. The Program Administrator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Program Administrator to concentrate.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Program Administrator deals with a very stressful environment as they may have a number of projects operating at one time, and may be required to deal with community members and decision makers whose needs may differ, on an on-going basis.

## CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.