

Program Specialist Checklist

Mark the tasks that this position will be expected to perform.

- Participate in decision making
- Extended knowledge of their programs
- Special knowledge or certification required
- Designs programs and markets accordingly
- May manage and oversee staff and personnel concerns
- May perform hiring, training, evaluating, and disciplining of employees
- Assist in setting standards for the department
- May provide budget and expenditure oversight
- Client assessment