

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: State Program Director E5		Class Code: 00EUE5
	FLSA Status: Exempt	Salary Schedule: ESM	Effective Date:
	Summary Incumbent administers a program within a state agency and serves as the specialist in a specific area. Incumbent utilizes education, consultation, cooperative programming and coordination to accomplish goals.		

Duties:

- Formulates, establishes, interprets, compiles and disseminates to applicable agencies and groups, all policies and procedures related to the program;
- Reviews all incoming policy or procedural information for decisions on distribution;
- Acts as technical consultant to the entire staff, clarifying and interpreting all procedures, providing references and resolving disputed issues;
- Serves as a liaison between agency and other state and federal agencies;
- Evaluates proposed programs in topic area;
- Performs related duties as required.

Job Requirements:

- Establishes program goals, priorities and methodology;
- Extensive knowledge of an entire program area;
- Extensive knowledge of all source materials and references, including federal and state laws governing the programs;
- Extensive knowledge of the organization of the agency and of state and federal agencies dealing with the programs;
- Broad knowledge of accounting and budget principles;
- Ability to comprehend, analyze, interpret and correlate very technical material and make recommendations on implementation in current programs;
- Ability to develop and implement new principles and polices and discern any far reaching implications;
- Ability to communicate orally and in writing;
- Ability to maintain effective working relationships with federal and state agencies.

Difficulty of Work:

The work is broad in scope involving many complex program elements which require critical and administrative analytical abilities. Work assignments involve the development of new programs and procedures and an assessment and recommendation on whether to implement those already established. Guidelines are established, but require broad interpretation and judgment in application and implementation.

Responsibility:

The incumbent implements broad changes in existing programs which may have an effect on total agency operation and agency policies. Incumbent works independently and possesses sufficient technical authority for the work. The incumbent makes a substantial contribution in the development and implementation of significant programs.

Personal Work Relationships:

The incumbent works with agency staff, legislators and officials from local, federal and state agencies for interpreting, developing and implementing major programs and resolving disputed issues. These contacts have an important role in the development of the programs.