CLASS TITLE: SUMMER PROGRAM SPECIALIST II

CHARACTERISTICS OF THE CLASS

Under general supervision, the class supervises and participates in a variety of programmatic and administrative duties in support of the Summer Food Nutrition Program, and performs related duties as required.

ESSENTIAL DUTIES

- Supervises clerical and administrative staff engaged in program monitoring and record maintenance activities.
- Trains staff on program administration and monitoring procedures and develops work standards to ensure program operations are efficient.
- Drives to designated locations to oversee program monitoring at field sites to ensure adherence with applicable regulations.
- Reviews and approves staff inspection reports and recommendations for correcting program deficiencies.
- Schedules and participates in the conduct of follow-up visits ensuring initial problems are corrected.
- Supervises and participates in the investigation of complaints regarding the quality and delivery of meals.
- Reports problems to vendors and management and assists in resolving the same.
- Supervises the filing and maintenance of program records.
- Prepares status and program activity reports.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience performing record keeping, program administration or program monitoring of which one year is in a supervisory role related to the responsibilities of the position.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver’s license is required.
- Must have permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

WORKING CONDITIONS

- General office environment.
- Exposure to outdoor weather conditions.
EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of
- program monitoring principles and procedures
- program requirements and compliance guidelines

Some knowledge of
- clerical and office management practices and procedures
- applicable computer software packages

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Summer Program Specialist I class

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Other knowledge as required for successful performance in the Summer Program Specialist I class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other knowledge as required for successful performance in the Summer Program Specialist I class

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.
The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.