

SPECIAL PROJECT DIRECTOR – NATIONAL PROGRAMS

Function of Job:

Under administrative supervision of assigned federal department and/or national program director/university official, perform responsible specialized duties concerned with the direction, design, review, and analysis of assigned programs and policies at the state and federal level, implement program activities, address operational issues, and provide educational and technical assistance.

Characteristic Duties and Responsibilities:

1. Direct and evaluate program policy, procedures, and activities.
2. Collaborate with director(s) of national service providers to establish, support and manage teams comprised of staff from several national/federal/state organizations to review policy implementation issues.
3. Provide information, operational assistance, and program design for the implementation of federal and state policy related to assigned programs.
4. Direct efforts to involve groups of policy makers, service providers, advocates, consumers and others in programs and provide such groups with support and advice its activities and related legislation.
5. Provide technical assistance, support and direction to state and federal government agencies regarding changes needed in statutes, rules and regulations.
6. Make presentations to national and state leaders and assist in the development of state/federal policy and procedures related to programs.
7. Develop and manage assigned budget.
8. Hire, train, supervise, and evaluate staff.
9. Maintain records, provide reports, and prepare publications.
10. Serve on committees and boards at the state and national level.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in related discipline and ten years of related experience, including five years at the managerial level.
2. National reputation for expertise in specialized program area.
3. Knowledge of legislative and policy change processes.
4. Excellent interpersonal and communication skills.

Additional Desirable Qualifications:

1. Experience working with related federal/state agency.
2. Doctorate or equivalent professional degree.
3. Experience in the development of materials for presentations and publications.

3/30/00

System Approval

2/28/00

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.