TITLE: Specialist II, Urban Field Center

DIVISION: Academic Affairs (College of Resource Development)

REPORTS TO: Specialist III

GRADE: 12

SUPERVISES: Specialist I, Urban Field Center; Research Associates and Research Assistants.

BASIC FUNCTION:

To serve as Deputy Director of an Urban Field Center Division and oversee the administration of that division. To work in conjunction with the Deputy Executive Director in program development, fiscal management and grant development and management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise all programmatic work of a defined Urban Field Center (UFC) division, including program planning, implementation and evaluation.

Supervise all division staff, including Specialists I and Research Associates and Research Assistants.

Responsible for defining and developing new avenues of research and outreach for the division.

Work with the Specialist III to develop and manage division's budget.

Work in conjunction with Specialist III to analyze quantitative and qualitative applied research of the respective division.

Act as a liaison in cooperative programming with private and public agencies.

Supervise and assist in all phases of program evaluations.
For a specific division within the UFC, oversee the following: the completion of monthly personnel status reports; the identification of funding sources; the preparation of grant proposals; the completion of program reports; program documentation.

OTHER DUTIES AND RESPONSIBILITIES:

As necessary, work in conjunction with the UFC advisory committees.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in education, planning or related field plus eight years of experience, OR master's degree in education, planning or related field with three years of experience required. Experience in program development, staff supervision, and in grant development and management required. Must possess the following: computer skills; strong interpersonal skills; the ability to communicate effectively verbally and in writing; the ability to manage multiple tasks.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.