

PROGRAM DATA SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs moderately difficult clerical, typing and computer work that requires a general understanding of office procedures and practices. The position calls for independent judgment in the application of prescribed procedures and methods to routine problems. The Program Data Specialist, working in cooperation with professional consultants and lead hazard control and rehabilitation staff, gathers and prepares all required reporting data for lead hazard and rehabilitation activity, including building and household data, for periodic reporting to federal, state and local agencies. The work is performed under the direct supervision of the Lead Hazard Control Program Director. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares reports regarding inspection and risk assessment results, hazard control and rehabilitation including treatment levels and costs, rehabilitation work and costs, owner and occupant education, and relocation activity and costs;
- Collects and prepares the results of visual inspections, enforcement actions and sample collections, including dust and soil analysis as required;
- Collects and prepares all reporting data for environmental reviews of each project, including applicable historic preservation requirements (periodic reports include Fair Housing and Equal Opportunity, Section 3 area resident employment and contracting, and such other reports required by federal, state and local agencies);
- Compiles and maintains contractor records, including certification qualifications performance evaluations, credit reports and liability insurance coverage for review and approval by the Program Director;
- Prepares periodic reports which includes narrative progress and program activity summaries, as well as financial status reports and cost element matching fund spreadsheets;
- In cooperation with program staff, prepares work write-up and cost estimate reports, progress inspection and progress payment summaries;
- Assists in maintaining master specifications, current costing data, and applicant and contractor records;
- In cooperation with fiscal and finance staff, prepares financial reports, including matching cost breakdown from staff timesheet data;
- Prepares program documents as needed for finance, legal, planning and Equal Opportunity and Economic Development;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal computers and office equipment;
- Good knowledge of construction and related terminology;
- Good knowledge of business arithmetic and English;
- Working knowledge of budget, purchasing or contract procedures;
- Working knowledge of the principles of governmental account-keeping;
- Skill in costing, finance, statistics and narrative reporting;
- Skill in word processing and computer applications with Windows '95, MASTERSPEC and EXCEL software;
- Skill in ACCESS data base creation and operation;
- Ability to keep complex records and prepare reports;
- Ability to express oneself effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to maintain orderly files and to prepare summary reports;
- Accuracy;
- Courtesy and tact;
- Initiative;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration, or Construction Technology, and three (3) years fulltime paid experience in the area of data entry or construction technology in a public or private business; **OR**
- b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in the area of data entry or construction technology in a public or private business; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL NOTE: Appointee must obtain HUD/EPA approved Lead Inspector Certification within 90 days of appointment.