

Texas A&M System-Wide Classification Description

Classification Title Code/Title: Program Leader I

Exempt Status: Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor

Pay Grade: 12

Job Summary: The Program Leader I, under direction, plans, organizes, directs, manages and administers a statewide program.

Essential Duties and Responsibilities

- Participates in strategic planning and goal setting activities.
- Develops and maintains working relationships with internal and external partners.
- Assists in establishing program standards and objectives and conducts program assessments.
- Identifies funding and expansion opportunities.
- Manages program marketing, communications, events, and trainings.
- Manages program databases and files.
- Supervises and manages program staff.
- Initiates and approves state program requisitions and oversees program budgets and accounting matters.
- Compiles and analyzes program statistics and reports.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Three years of related experience

Knowledge, Skills, Abilities

Knowledge of word processing and spreadsheet applications. Working knowledge of specific agency program.

Ability to multi task and work cooperatively with others. Effective verbal and written communication skills. Strong interpersonal, leadership, problem solving, and organizational skills. Maintains attention to detail and utilizes sound judgment.

Registration, Certification, or Licensure - None

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Supervision Received/Given

This position generally supervises employees.

Other Requirements