

Texas A&M System-Wide Classification Description

Classification Title Code/Title: Program Leader II

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

Pay Grade: 13

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

Essential Duties and Responsibilities

- Leads strategic planning and goal setting activities.
- Develops and maintains working relationships with internal and external partners. Active involvement/leadership in program at regional/national level.
- Establishes and manages program standards and objectives and conducts program assessments.
- Identifies funding and expansion opportunities and plans budgets.
- Oversees and manages program marketing, communications, events, and trainings.
- Manages program databases and files. Handles special projects.
- 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

Participate in internal/external committees. Active involvement in pertinent organizations (forestry, natural resource, emergency response)

Minimum Requirements

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

Experience – Six years of related experience

Knowledge, Skills, Abilities

Knowledge of word processing, spreadsheet applications. Detailed knowledge of specific agency program. Strong knowledge of agency administrative procedures; proficient in FAMIS or equivalent.

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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 – May require a Valid Texas Driver’s License; appropriate program certification(s); TFS Leadership Development; specific skill certifications in forestry or emergency response.

Supervision Received/Given

This position generally supervises employees.

Other Requirements