

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**PROGRAM AND PLANNING ADMINISTRATOR**

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**DEFINITION**

Administers, plans, and coordinates a statewide program and staff concerned with the receipt, distribution, and control of state and federal funds directed at such statewide needs as health, transportation, manpower, housing or related areas; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of subordinates; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Determines the kind of operating, financial, statistical, and historical data and information needed to show the need for and plan proposed program objectives and operations for new or established programs.

Devises appropriate methods and procedures for securing the required information and developing data from such sources as surveys, on-site investigations, policies, plans, reports, schedules, records, and similar materials.

Evaluates all aspects of new or established programs including program objectives, policies, procedures, resources, inter and/or intra program balances, and other related considerations; identifies actual or potential problem areas, trends, accomplishments, areas of imbalance, and related factors which impact on programs; develops performance criteria for program operations and evaluates technical operations against established standards.

Evaluates the effect of alternative or corrective actions on the operating program under consideration, on interrelated programs, and on utilization of manpower, money, and materials resources.

Presents conclusions and recommendations based upon analysis and evaluation to a program head for use in insuring efficiency, economy, and balance in the development and execution of operating programs.

Maintains liaison with representatives from various federal, state, and local agencies and provides technical assistance to them in making applications for financial assistance; prepares and negotiates appropriate agreements with eligible applicants and monitors project performance.

Interprets federal program legislation affecting and supporting community based program planning; conducts correspondence with program participants, federal, and state agencies; serves on various committees to promote planning and consulting activities.

Develops policies, procedures and standards of adequacy for program planning by the agency, by other state departments, by consultants, and by others performing planning and programming activities over which the agency has regulatory responsibilities.

**COMPETENCIES REQUIRED**

Knowledge of the federal and state laws, regulations, rules, procedures, and practices utilized in the related program being administered.

Knowledge of specific program markets and services of the trends and factors that influence them.

Knowledge of principles and practices of supervision.

Knowledge of the characteristics and use of equipment, services, property, and facilities utilized in a specific program.



Ability to select, evaluate, and apply appropriate economic, statistical, financial, and related data in evaluating procedures, systems, and service patterns.

Ability to make clear, logical, and concise presentations, orally and in writing.

Ability to use sound judgment in analyzing facts, conditions, and problems in order to recommend corrective actions for agency consideration.

Ability to establish and maintain effective work relationships with agencies affected by federal and/or state regulatory controls.

Ability to develop, install, and evaluate new and revised methods, procedures, and performance standards.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Nine years of economic, environmental, social, or health care program experience (at the local, regional, statewide, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods - demonstrated by one of these types of work; program counselor; program administrator; program trainer; technical assistant, or program consultant, three years of which must have involved program planning supervision or administration;

OR

an equivalent combination of education and experience, substituting thirty semester hours of accredited college coursework for one year of the required experience with a maximum substitution of four years;

OR

an equivalent combination of education and experience, substituting thirty semester hours of graduate coursework in one of the below listed fields from an accredited college or university for one year of the required experience;

Accounting  
Architectural Engineering  
Business Administration  
Civil Engineering  
Computer Science  
Criminal Justice  
Ecology  
Economics  
Education  
Finance  
Geography  
Gerontology  
Health  
History

Law  
Natural Science  
Nursing  
Physical Science  
Political Science  
Psychology  
Public Administration  
Regional Planning  
Sociology  
Special Education  
Traffic Engineering  
Transportation Planning  
Urban Planning

OR

employees with current, continuous experience in the state classified service that includes the equivalent of eighteen months of fulltime experience as a Program Planner 3;

OR

employees with current, continuous experience in the state classified service that includes the equivalent of twenty-seven months of fulltime experience as a Program Planner 2 shall be considered as qualifying.

Effective Date: 07/11BR