

The Federal Programs and Outreach Specialist performs confidential specialized duties requiring significant understanding in their area of assignment in order to support with daily operations of the department.

**Chain of Command**

The Federal Programs and Outreach Specialist reports to the Federal Programs and Outreach Program Manager.

**Competencies of the Federal Programs and Outreach Specialist**

The Specialist should possess the following:

- Robust written and verbal communication skills
- Exceptional attention to detail
- Knowledge of relevant federal and state law regarding public education, school district policies, procedures, organization structure and school requirements
- Strong organizational and time management skills
- Ability to establish and maintain harmonious working relationships, demonstrating tact, diplomacy and patience
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel and Google Drive

**Essential Duties of the Federal Programs and Outreach Specialist**

The Federal Programs and Outreach Specialist performs the following duties, including, but not limited to:

- Under direction of the Program Manager, collaborate with other team members to support the overall operation of the Department
- Facilitate the ordering of department supplies
- Support the Program Manager with Federal grant development and accountability
- Enter, track, and reconcile budget, time clock, purchase orders and expenditure information.
- Interact and work with district vendors and community partners regarding scheduling, billing and program initiatives
- Maintain accurate department records
- Perform other duties of a similar nature and level, as assigned

**Minimum Qualifications**

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

- AZ Driver's License
- AZ Fingerprint Clearance Card

**Date Revised**

8.24.2022