

GENERAL PUBLIC  
WORKING TITLE: PROGRAM SPECIALIST  
ROLE TITLE: PROGRAM ADMINISTRATION SPECIALIST I  
POSITION #02941  
SALARY IS NEGOTIABLE COMMENSURATE WITH EXPERIENCE  
PAY BAND 4

The Department of State Police is seeking qualified applicants for a Program Specialist position in the Public Relations Office/YOVASO, located in North Chesterfield Virginia. This is an Exempt position; therefore, this position is excluded from the provisions of the Fair Labor Standards Act due to the nature of duties and job responsibilities.

**DUTIES:**

- Maximizes performance and morale through effective leadership. Supervises assigned staff by establishing priorities, evaluating performance, assessing developmental needs, and correcting substandard performance and discipline issues as they occur. Communicates clearly and concisely with staff, and encourages staff to maintain open communications. Effectively identifies and resolves personnel conflicts. Communicates safety issues with employees to ensure a safe workplace. Continuity of operations is maintained through cross-training and development of current desk procedures.
- Coordinates educational and training programming for the Youth of Virginia Speak Out About Traffic Safety (YOVASO) to include interactive and hands-on programs. Coordinates all training instructions, presentations, and training materials for youth traffic safety programs in schools and communities. Evaluates and reports on training performance outcomes.
- Markets YOVASO and its programs to schools, youth groups, faith-based youth groups and other youth organizations. Strategically plans and networks with other organizations to development partnerships that increase outreach to youth. Helps oversee the Youth Advisory Council and utilizes the group for youth input and feedback.
- Prepares instructional training for YOVASO Regional Trainers, Youth Advisory Council (YAC), Teacher Advisors, and School Resource Officers on peer to peer programs and YOVASO interactive programs. Coordinates training and event schedules for trainers and other part-time staff. Identifies additional training and development needs to ensure the program is following best practice guidelines for youth programs.
- Provides educational programming and planning for the Summer Leadership Retreat, Middle School Retreat, Leadership Summit, and other events that train and prepare students, advisors, and others to lead effective youth traffic safety initiatives.
- Represents the Department and YOVASO on various traffic, and public safety committees and projects. Ensures compliance with mandatory Department Safety rules, regulations, and training obligations as required.

Completes all other tasks as assigned by supervisor and in accordance with Department policy.

#### QUALIFICATIONS:

- Working knowledge of Virginia public school systems, youth-related advocacy and leadership programs, and/or other direct work with youth; training techniques for youth and adults; scheduling; staffing and office equipment.
- Skill in the use of personal computers and networking and engaging with diverse groups, organizations, and businesses.
- Demonstrated ability to develop, implement, coordinate and organize educational instruction, interactive safety programs, presentations, and training/educational materials for a youth audience and to train others; to communicate effectively in English orally and in writing with staff and agency officials; to work independently and as a member of a team; and travel frequently, with some weekend and overnight travel.
- Graduation from high school or equivalent.
- Graduation from an accredited college or university with major studies in education, public health, communications, public relations, or a related field preferred.
- Valid motor vehicle operator's license.
- An equivalent combination of training and experience indicating possession of the preceding knowledge, skills and abilities may substitute for this education and experience.

#### A THOROUGH BACKGROUND INVESTIGATION WILL BE COMPLETED ON EACH APPLICANT

Elements of the selection process for this position will also include the screening of applications; interviewing of qualified candidates; and salary negotiations. The pre-employment process can take approximately up to three (3) months to complete. The anticipated duration of this process is determined by the successful completion of the above items.

Applicants must live in states east of the Mississippi River. Military applicants must live in or home of record must be in one of the states east of the Mississippi River.

Applicants who possess an Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff (Commonwealth of Virginia Employees Only), must attach these forms with their state application.

Applications, cover letters and/or resumes will only be accepted on-line through the Recruitment Management System at <https://virginiajobs.peopleadmin.com> and must be received by 11:59 P.M. on August 24, 2020. For questions, please contact the Employment Unit of the Human Resources Division at [employment@vsp.virginia.gov](mailto:employment@vsp.virginia.gov).

EEO EMPLOYER  
REASONABLE ACCOMMODATION UPON REQUEST  
AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI  
ARE ENCOURAGED TO APPLY