

# Hunterdon County Department of Planning, Economic Development and Land Use

## *Division: Culture and Heritage* *Vacancy: Program Development Specialist,* *Cultural and Heritage Affairs*

*Part-Time: 20 Hours per Week*  
*Compensation: \$19.23 per hour*

### **DEFINITION:**

Under direction, performs the work involved in preparing plans for the development promotion, and implementation of programs to meet the needs of various cultural and heritage groups, societies, and organizations within the community; provides technical assistance to such entities in securing program or project funding, in formulating a budget, and in determining staffing and training needs; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

Formulates or aids in the formulation of plans for implementation of a cultural and heritage affairs program or programs.

Formulates plans and programs which result in provision of technical services to local organizations, the promotion, marketing, and development of local organizations, increased funding to provide for those services, and the establishment of networks to utilize previously untapped or unrelated resources.

Prepares program proposals necessary to gain funds, and ascertains major program provisions including budgetary requirements, staffing needs, program goals, and objectives

Provides technical assistance by locating funding sources and preparing criteria for program development and evaluation.

Reviews reports of exiting programs and provides advice and recommendations to ensure that programs meet intended objectives and goals of the funding source.

Outlines specific program development problems, pursues appropriate solutions, and keeps interested parties apprised of program changes.

Organizes and promotes support for programs, and meets with state officials and members of private organizations to ensure that resources are identified at the state and county level.

Gathers information from studies, surveys, and reports.

Organizes advocacy efforts for various programs, gathers support from state officials, private agencies, and other sources, and ensures that resources are identified at the county level to promote program support.

Arranges meetings with funding source representatives, organizations, and members of concerned organizations to discuss programs, goals, and other relevant matters.

Provides assistance to local organizations with regard to their public relations functions, program development, marketing, and promotion of their activities.

Represents the agency at meetings and conventions to inform interested groups and individuals about programs.

Coordinates meetings and prepares information for interested parties.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **REQUIREMENTS:**

### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

### **EXPERIENCE:**

One (1) year of experience in developing, planning, and providing of programs in an organization which is concerned with fine or applied arts, performing arts, history, anthropology, or related activity.

**NOTE:** Applicants who do not meet the above education requirement may substitute additional experience as indicated on

a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in the humanities, history, or journalism from an accredited college or university may be substituted for the required experience.

**LICENSE:**

Appointees will be required to possess a drivers licence valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of procedures to be followed in formulating and executing plans for effective utilization of available funds.

Knowledge of procedures for obtaining private and public grants and in presenting proposals in accord with funding source guidelines.

Knowledge of methods employed in collecting and analyzing factual information, drawing source conclusions, and recommending appropriate actions.

Knowledge of objectives of various cultural and heritage programs.

Knowledge of communications principles, methods, and techniques.

Knowledge of program planning and administration.

Ability to evaluate programs and procedures in accord with intended objectives and goals.

Ability to evaluate situations and make determinations based on findings.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain good working relationships with coworkers and supervisory personnel.

Ability to use reference materials and manuals necessary for researching prospective funding sources.

Ability to complete assigned tasks in accord with established deadlines.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the

agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.