



Example of Program Operations Specialist Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a program operations specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for program operations specialist

- Maintain a comprehensive knowledge of all SafeRide policies and incident response protocols and effectively respond to and report incidents as they occur
- Liaising between UW ADVANCE, the College of Engineering's Human Resources Office, the UW Graduate School, and UW's Central Human Resources Office
- Applications reviews
- Provision of leadership related to the OPWDD self-direction model across the state
- Supervision of staff assigned as self-direction leads within Central Office
- Ongoing coordination and technical guidance for the DDRO based self-direction liaisons
- Development and initiation of regulation and other guidance for the self-direction model
- Ongoing engagement with stakeholder groups to facilitate input into the self-direction model and related materials
- Ongoing coordination across bureaus and divisions in OPWDD to provide education and participate in overlapping work tasks
- Participation in quality oversight and audit tasks associated with the self-direction model as needed

Qualifications for program operations specialist

- Strong desire for ongoing technical and professional learning
- 3-5 years of administrative program management and/or advising and counseling experience, preferably in higher education
- Must demonstrate excellent verbal and written skills, computer skills, and ability to work both independently and as part of a team
- You are working towards a bachelor's degree in a safety related field
- You are passionate about safety