

GENERAL PUBLIC  
WORKING TITLE: PROGRAM SPECIALIST  
ROLE TITLE: PROGRAM ADMINISTRATION SPECIALIST I  
POSITION # 02941  
STARTING SALARY BEGINNING AT \$32,619  
A HIGHER SALARY MAY BE GIVEN COMMENSURATE WITH EXPERIENCE  
PAY BAND 4

The Virginia Department of State Police is seeking qualified applicants for a Program Specialist position located in North Chesterfield, Virginia. This is an Exempt positions; therefore, this position is excluded from the provisions of the Fair Labor Standards Act due to the nature of duties and job responsibilities. This is a grant-funded position due to expire on September 30, 2017.

**DUTIES:**

Coordinates the educational and training programming for the Youth of Virginia Speak about Traffic Safety (YOVASO)'s Peer-To-Peer Teen Traffic Safety Program. Coordinates all training and instruction, presentations, and training materials to prepare schools, students, and teacher advisors to lead effective youth traffic safety programs in their schools and communities. Works directly with school administrators and teachers to determine best practices for YOVASO service learning clubs and compliance with school standards. Works directly with students to advance their leadership skills and knowledge of traffic safety through various training programs. Prepares instructional training for YOVASO Regional Trainers to prepare them to lead educational and training programs in member schools. Coordinates the training schedules for the trainers and other part-time staff. Provides educational programming and planning assistance 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. in accordance with Department policy. 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 work workplace. Continuity of operations is maintained through cross-training and development of current desk procedures.

**QUALIFICATIONS:**

- Knowledge of Virginia public school system and SOL standards required for preparation of youth traffic safety and leadership training materials that meet school standards.
- Experience working directly with students in a training or education role.
- Must have experience with Microsoft Office software to prepare training materials and presentations.
- Excellent planning and organization skills.
- Ability to work well with school administrators and law enforcement; to work independently as well as in a team environment; to create instructional training curriculum; to prepare PowerPoint presentations, and to communicate effectively, both orally and in writing, to diverse groups.
- High School Diploma or GED and an equivalent combination of training and experience related to the duties of the position required.
- Graduation from an accredited college or university with major studies in education, public health, communications, public relations, or a related field preferred.

POLYGRAPH EXAM, BACKGROUND INVESTIGATION,  
FINGERPRINT-BASED CRIMINAL HISTORY CHECK AND  
PRE-EMPLOYMENT DRUG SCREENING REQUIRED  
SUBJECT TO RANDOM DRUG SCREENING

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 1-3 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 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 March 15, 2017. Resumes and cover letters will not be accepted. The Commonwealth of Virginia State Application is the official employment document, which is electronically signed by the applicant as a true and accurate representation of the applicant's education, experience and training. Incomplete applications will not be accepted. For questions, please contact the Personnel Division at (804) 674-3097.

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