

## **EXECUTIVE PROGRAM SPECIALIST (BUILDINGS)**

### **Duties and Responsibilities**

This is a management class of positions.

Under executive direction of an agency official, with the widest latitude for independent initiative and judgement, performs duties at a senior executive level in the creation, direction and administration of agency policy initiatives or programs to further a specific city or agency goal.

These positions will be filled by issue experts with specialized programmatic expertise and experience in areas such as newly evolving policy or emerging operations. These individuals have come to the attention of the agency official while working on the same or similar matters to obtain the desired expertise.