

DRAFT

**EXEMPT – X
ADMINISTRATION FOR
CHILDREN SERVICES (067)**

CODE NO. 13376

DUTIES STATEMENT

EXEMPT CLASS

EXECUTIVE PROGRAM SPECIALIST (ACS)

Duties Statement

This is a management class of positions.

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

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.