Title: Program Support Specialist
Affiliation: DC Government
Department: Department of Human Services
Project: DC Access Systems (DCAS)
Employee Type: Career Service
Grade: Union CS-9 – Salary range can be found at:
http://dchr.dc.gov/sites/default/files/dc/sites/dchr/publication/attachments/union_prof_and_tech_x01_fy16.pdf
Employee Type: Entry Level
Vacancy: One

Project Synopsys: The Department of Human Services - DC Access System Project (DCAS), is second major development of the Affordable Care Act's service eligibility for the District of Columbia. This release will incorporate Food Stamps (SNAP), and Cash Assistance Programs (TANF) to the system…Our multi-tiered project will be the one you can write down in the list of life accomplishments! A project that literally comes around once in a generation…A project that will revolutionize the way we offer Health and Human Services to the Citizens of the District of Columbia!!

The DCAS project is in the market for highly motivated professional with an aptitude for internal operational administration, analysis, task-management and an overall drive for creating operational efficiency. This team-member will be driven, a self-starter and adaptable. Details for the role and its preferred requirements are as follows:

Major Duties:
1. Assist in the administrative coordination of project tasks
2. Performs preliminary review and compilation of all workstream leads overall status' for direct reports review
3. Operate as the main Point-of-Contact for all internal operational issues/requests, such as but not limited to email creation requests, sharepoint access, badge form requests etc.
4. Manage and log the team's internal operational finances via the project's purchase card. Purchases range from office supplies to procuring training invoices
5. Logs and tracks tasks assigned to team-members by the program manager
6. Attends meetings and maintains an accurate record of action items for the programs lead
7. Prepares program managers executive decks via information provided by workstream leads
8. Perform other related duties as directed

Soft Skills:
1. Strong analytical and time-management abilities

2. Excellent communication skills across all level of business hierarchy and across all communication mediums
3. Willingness to adapt and learn while moving through the Project lifecycle

Preferred Technical Skills:
1. Knowledge of MS Project or other like project management tools
2. Understanding/Knowledge of task tracking tools such as Jira; Sharepoint
3. Knowledge of MS Office Suite