

Specialist

Summary of Role

- Coordinates day-to-day activities sometimes relying on independent judgment to initiate actions in support of the operations of a program, function or department
- Typically reports to unit/department manager or director

Scope

- Has authority to coordinate own work flow and set priorities, subject to general guidelines for completion and accuracy as determined by the supervisor
- May act as guide to less experienced staff
- May assist in preparing budgets, provide advice re: budget projections, monitor expenses and prepare reports.
- Applies or imparts their own experience and the advanced concepts, practices and procedures of their specialty field to achieve objectives

Education/Experience

- Bachelor's Degree in a related field, some specialties may require a higher level degree
- Typically 3-5 years direct experience in the specialty