Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Dept of Public Instruction

Division: Instructional Services Division

Budget Code: 13510
Center Title: Curriculum and School Reform Services Area
Center Number: 1600

*** Position Information ***

Proposed Classification: Program Assistant V   **Proposed Salary Grade**: 61

Salary Range: $22,251 - $33,562   **Proposed Effective Date**: 09 / 01 / 03

Number of Positions: 1

	Center Authorized Budget	**Current Request**
Total Budget	$	$ 40,585
Receipts		40,585
Appropriation	$	$

Funding Source(s): Federal Reading First Grant Funding from the U.S. Dept of Education

Justification for Position (including description of duties and responsibilities):

The Reading First Program Assistant will provide support to the Director by:
- producing correspondence, reports, records, minutes of meetings, and maintaining files,
- producing and duplicating staff development materials,
- entering requisitions and contracts through the E-Procurement System,
- maintaining budget records for $153 million grant,
- processing payroll and travel reimbursements for the Director, Regional Coordinators, and Trainers,

- handling telephone messages, appointments and files for the grant Director,
- filing monthly monitoring reports of project staff,
- arranging training logistics for staff development activities (hotel, meals, registration, travel, etc.), and
- preparing state grant reports to the U.S. Department of Education.

Minimum requirements include at least 5 years of successful experience in a program administration capacity in the NC Department of Public Instruction. Candidate must be highly skilled in word processing, data base entry, budget entry and reporting, and must also be highly effective in dealing with the public.

Statutory Reference for Request

_____   _____
Presentation to be made by   Agency Head Signature

_____   _____
Title   State Budget Officer Signature