

# MDEQ JOB ANNOUNCEMENT



**Position:** Program Specialist II

**PIN:** 5412

**Starting Salary:** \$36,960.00

**Location:** Support Services Division-Asset Management Branch

**Minimum Qualifications:**

Typically requires a Bachelor's Degree and 1-3 years of experience.

**Primary Functions:**

- Manage and prioritize multiple projects and assignments related to Support Services.
- Assist the Support Services Division Leader as requested.
- Agency-wide property inventory audit to include resolving assignment issues, funding corrections, proper tagging and asset disposition.
- Coordinate routine property audits as directed.
- Manage the accountability, maintenance, documentation, transfer and retirement of the agency's property inventory. Coordinate with other support staff regarding data entry.