

## PROGRAM SUPERVISOR

### **CLASS SUMMARY:**

This is a fully performing professional level in the assigned field or discipline requiring specialized technical skills and a solid knowledge of principles and practices in the program area. Incumbents have professional responsibility for coordinating program activities; serving as a liaison and/or advocate to internal/external customers; and assisting in program policy and procedure development, ensuring compliance with regulatory guidelines, and/or contract management. Incumbents may have formal supervisory responsibilities over professional, technical and/or support staff.

### **TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Coordinates, supervises, and evaluates day-to-day operations of an assigned program; ensures compliance with applicable internal and external requirements; manages applicable contracts associated with program operations.
3. Coordinates the development and administration of program goals, objectives, activities, and strategic initiatives; assesses consequences and outcomes of program initiatives.
4. Serves as a liaison with clients and external agencies; represents the County and program on a variety of committees, events, advocacy groups, and/or other related groups.
5. Participates in the preparation and administration of the program budget; prepares cost estimates and submits justifications for budget items; monitors and controls expenditures.
6. Researches grant opportunities; writes grants; monitors compliance of grant requirements.
7. Compiles and analyzes data; prepares and reviews related reports and correspondence.
8. Negotiates, coordinates, monitors, and adjusts a variety of contracts; develops, reviews, and implements RFPs for contractual services.
9. Conducts research to identify emerging needs, trends, and services related to assigned area of responsibility.
10. Designs and implements marketing and/outreach strategies to ensure public exposure to program offerings.
11. Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class typically require):

Bachelor's Degree in related field and three years of progressively responsible experience related to area assigned, including lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree specific to area assigned.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Professional licensure or certification related to the area assigned.

**Knowledge of** (position requirements at entry):

- Marketing principles;
- Research methods;
- Applicable Federal, State, and local laws, rules, ordinances, statutes, and regulations;
- Record keeping principles;
- Public relations principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Basic budget administration principles;
- Program coordination principles and practices;
- Advanced principles of assigned area of responsibility;
- Analytical methods and techniques;
- Report preparation methods;
- Grant and/or contract administration practices;
- Area resources;
- Strategic planning principles;
- Program/project management principles and techniques.

**Skills in** (position requirements at entry):

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Preparing a variety of reports;
- Compiling and analyzing data;
- Monitoring a budget;
- Planning, coordinating, and managing program activities;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Conducting research and needs assessments;
- Managing and administering grants and/or contracts;
- Speaking in public;
- Conducting outreach activities;
- Preparing informational and marketing materials;
- Conducting negotiations;
- Interpreting complex documents;

**Skills in:** (con't)

- Identifying emerging trends, needs, and services;
- Assessing the consequences and outcomes of program initiatives;
- Ensuring compliance with applicable internal and external program requirements;
- Using a computer and applicable computer applications;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: driving, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: (7/06)

Classification and grades (Job Codes N3012, N3013 and N3016) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.

Grades (Job Codes N3015 and N3017) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.

FLSA Status: Exempt