



## 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.

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| 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.                                                      |

**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.
- 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.

**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.

**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

Job Code N3014 and grade approved on July 31, 2018 by Lane County Board Order 18-07-31-03