



CLASSIFICATION NO. 587

Established: 5/05

Revised: 11/16, 5/23

FLSA: Exempt

EEO: 2

PROGRAM SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, manage, evaluate and participate in the development and implementation of a specialized program or programs; to direct, coordinate, facilitate and participate in the activities of assigned program(s); to supervise program staff; to develop, plan and evaluate the administrative and fiscal systems, policies and procedures of assigned program areas; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Program Supervisor is responsible for supervising a program or programs with a broad range in scope. Duties generally include administering budgeted funds, grants and contracts for service, personnel management, development, coordination and evaluation of the program, and participation in the more complex aspects of the work. Incumbents possess technical and professional skills relating to the program, as well as the management skills necessary to administer the program.

The Program Supervisor is distinguished from the Administrative Analyst, Senior, which provides professional analysis and management of administrative, fiscal and/or program operations for a County department or division, but does not have significant authority to develop, implement and manage a program and staff. It is differentiated from the Program Planner classification, which does not have supervisory responsibilities.

The Program Supervisor also differs from the Administrative Services Manager, which is responsible for the central administrative functions of a department or division.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, coordinates and implements the goals and objectives of a specialized program(s); develops and implements program budgets, policies, processes and procedures; ensures systems are in place to effectively monitor program services.
2. Directly supervises, schedules and evaluates the activities of assigned staff and volunteers; interviews and selects new employees; negotiates performance standards and conducts performance evaluations; conducts or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County divisions and departments; directs staff in continuous efforts to improve quality, productivity and effectiveness.

3. Participates in budget development and maintains budgetary control in accordance with the approved budget; determines and recommends changes in staffing patterns; monitors and authorizes expenditures; manages grant funds.
4. Conducts research studies relating to departmental goals, objectives and program performance; compiles and analyzes data, prepares proposals and reports to assist in the evaluation of operations and services or to document compliance; maintains computerized records.
5. Negotiates, develops and monitors contracts and grants and ensures compliance with contractual requirements; ensures program services conform to established standards, policies and legal guidelines; responds to and negotiates plans for resolution of problems with program services.
6. Participates in state and local organizations and task forces; serves as liaison with other County departments and divisions, government agencies and the public; serves as expert in specialized, technical area; provides information and technical assistance as needed, including responding to difficult problems and questions raised by the public, clients or staff.
7. Serves as technical advisor in the development and planning of division and department services and activities.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of public administration, including management analysis, organization design, budget, grant and contract preparation and administration and personnel management; policies, procedures, practices, rules, regulations and resources applicable to specialized program area; concepts and terms of the technical field applicable to the area of assignment; terms of the technical field applicable to the area of assignment; participative management theories; government financing methods and funding sources; state and local operating methods and procedures; techniques of negotiation and public relations.

Skill to: Plan, organize, direct, coordinate and supervise a specialized program or programs; formulate and evaluate policies, procedures and program requirements and initiate program management decisions independently; negotiate and monitor contractual agreements; prepare grant applications; develop, monitor and evaluate program budget requests and grant proposals; plan, supervise and evaluate work of professional and support personnel; foster and support a diverse workforce and environment; provide a trusting atmosphere which encourages creativity and teamwork; establish effective working relationships with County employees, government agencies and the public; communicate effectively, both orally and in writing; research, compile and analyze data and develop recommendations; interpret and apply provisions of federal, state and local legislation, rules and regulations affecting the administration of program areas.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Some positions may require certification as a Qualified Mental Health Associate, Qualified Mental Health Professional or other professional certification.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check which may include national or state fingerprint records check.

Some positions must pass pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/19