



Supervisor Supports

- Support staff supervision through enforcement of agency policies and procedures, participation in staff meetings, timekeeping oversight, one-on-one meetings, and performance review collaboration.
- Monitor staff activities and communicate program or operational updates to department leadership.
- Support implementation of the Coalition's strategic goals, outputs, and outcomes.
- Analyze department data and operational activities to support departmental oversight and decision-making.
- Participate in organizational meetings focused on departmental growth and cross-functional collaboration.
- Support department purchasing activities and resource management.
- Support implementation and compliance of department policies, procedures, and operational processes.
- Coordinate workflows, monitor staff performance, and support staff development and growth.
- Provide operational guidance and support to staff within assigned areas of responsibility.
- Maintain advanced knowledge of grant agreements, statutes, rules, and guidance related to assigned responsibilities.
- Support department grant deliverables, monitoring, and compliance activities.
- Assist with oversight of website and communication content related to department activities.
- Coordinate and support special projects and organizational initiatives.
- Support department record retention and documentation requirements.