



Program Supervisor III

Salary Group: B19

Class Code: 1582

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PROGRAM SUPERVISOR I	1580	B17	\$36,976 - \$58,399
PROGRAM SUPERVISOR II	1581	B18	\$39,521 - \$64,449
PROGRAM SUPERVISOR III	1582	B19	\$42,244 - \$68,960
PROGRAM SUPERVISOR IV	1583	B20	\$45,158 - \$73,788
PROGRAM SUPERVISOR V	1584	B21	\$48,278 - \$78,953
PROGRAM SUPERVISOR VI	1586	B23	\$55,184 - \$90,393
PROGRAM SUPERVISOR VII	1588	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs complex (journey-level) administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; and coordinating program activities. Supervises the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Program Supervisor job classification series is intended for employees who are typically considered first-line supervisors and assumes responsibility for, and participate in, the daily work of an assigned agency program. Distinction within the levels depends on a variety of factors including 1) complexity of the program, 2) size and type of workforce supervised, 3) level of education and experience needed to perform the work, and/or 4) supervising the daily operations of more than one program.

EXAMPLES OF WORK PERFORMED

Supervises the work of assigned program staff and provides training and technical assistance in the program area.

Prepares and reviews reports on the effectiveness of program activities.

Prepares program budget requests.

Prepares training and operational manuals and educational and marketing materials.

Confers with staff on program issues and problems to identify and implement solutions.

Plans, implements, coordinates, monitors, and evaluates programs.

Develops program guidelines, procedures, and policies; and monitors compliance with policies and procedures.

Conducts special investigations, program analyses, and research studies; and recommends improvements.

May prepare and conduct seminars and presentations about assigned program area(s) for citizens, clients, staff, management, or elected officials.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the administration of a program relevant to the assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws related to the program area; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques.

Skill in identifying measures or indicators of program and staff performance and the use of a computer and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to establish goals and objectives; to devise solutions to administrative problems; to develop, evaluate, and interpret administrative policies and procedures; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.