



Program Supervisor VII

Salary Group: B25

Class Code: 1588

<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 highly advanced (senior-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; monitoring and evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Program Supervisor job classification series is intended for those employees who are typically considered first-line supervisors and assume responsibility for, and participate in, the 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 staff within a major program area(s) and provides consultative services and high-level technical assistance.

Oversees and participates in the development, planning, organization, and coordination of assigned activities and operations of a major program area(s); identifies opportunities to strengthen services and programs.

Oversees the preparation of program management and productivity reports and studies.

Oversees special investigations, program analyses, and research studies.

Oversees the preparation of and evaluates program budget requests.

Monitors and ensures compliance with program guidelines, procedures, and policies.

Participates in the development and implementation of new major programs and initiatives.

Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and oversees the development and implementation of effective program evaluation activities.

Writes, reviews, and edits reports related to program area, and provides management with current information pertaining to program operations.

Leads or participates on special projects, task forces, and committees.

Advises on interpretation, application, and modification of policies and procedures related to the program.

Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in the program(s) and to secure support for program(s).

Works with senior management in the development and implementation of new policies and procedures related to a program area.

Prepares and conducts 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; of public administration and management techniques; of statistical analysis processes; of budget processes; of research techniques; of training and marketing techniques; and of program management processes and techniques.

Skill in identifying measures or indicators of program and staff performance and in 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.