

**Job Summary:**

The job of SEE Employment Supervisor is done for the purpose/s of managing the implementation of the youth development and workforce development programs providing appropriate interventions for participants that facilitate a successful transition to steady employment and long-term self-sufficiency by: improving educational achievement; encouraging school completion and post-secondary education and/or training; providing market-driven job skills; providing support services that empower participants to overcome barriers; and providing opportunities for leadership and personal development.

**Essential Functions:**

- ▶ Collaborates with participants and partners for the purpose of promoting program goals.
- ▶ Develops proposals for the purpose of seeking funding.
- ▶ Ensures that reports, presentations, and program evaluations are completed for the purpose of program implementation.
- ▶ Facilitates training opportunities and staff meetings for the purpose of delivering content and developing skills.
- ▶ Implements employment and training programs for the purpose of providing training opportunities to youth and adults.
- ▶ Interprets laws and regulations for the purpose of adhering to state, federal and county mandates.
- ▶ Monitors programs for the purpose of evaluating their effectiveness.
- ▶ Negotiates memoranda of understanding with districts and agencies for the purpose of providing employment and training services.
- ▶ Prepares/manages program budgets for the purpose of program planning and implementation.
- ▶ Supervises/evaluates staff for the purpose of providing quality service to clients.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - operate a computer and projector;
  - communicate effectively, verbally, and in writing;
  - plan, organize and implement training programs;
  - coordinate a program with other agencies;
  - supervise staff;
  - establish and maintain effective working conditions;
- ▶ **Knowledge of:**
  - school district operations;
  - Workforce Investment Act rules and regulations;
  - vocational assessment practices and procedures;
  - labor market information;
  - administration of federal/state programs;
  - Health and Human Services Agency rules and regulations;
  - general contracting requirements and monitoring practices;
  - career development for youth and adults;
- ▶ **Ability to:**
  - organize the workload of self and others;
  - develop and maintain performance standards;
  - supervise others;
  - make decisions based on Workforce Investment Act regulations;
  - conduct fiscal planning and prepare reports;
  - work effectively with staff, clients, and partners;
  - travel and attend meetings.

Responsibilities include: working under direct supervision using standardized routines; managing a department; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is required.

**Education Required:**

- ▶ Bachelor's degree in job-related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

April 2007

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration

Reform and Control Act.