



Position Announcement		
Today's Date:	2/1/2019	Posting #: 8517
Job title:	Supervisor I	
FLSA/ Code/ Status:	Exempt / 01224 /Grade 920	
Location:	101 W. 24th Street	
Salary Range:	\$37,399 -\$65,782	
Status:	Fulltime - Regular with Benefits	

Overview: The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employers and job seekers in order to enhance and promote the local economy. This is a service delivery position where work duties involve direct supervision of YouthWorks private sector staff of Baltimore's summer jobs program. He/She will be responsible for recruiting businesses to hire young adults through the program, as well as developing a network of schools and providers that prepare young adults to meet employers' needs. Work is performed under close supervision of the Business Coordinator. Position duties include, but are not limited to the following:

The position of Supervisor I primary function is an employment service work at the supervisory level. Work involves supervision of the Follow Services Unit of the Workforce Operations Division.

About the Mayor's Office of Employment Development

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize

Essential Duties and Responsibilities:

- Participates in hiring and training of YouthWorks private sector staff.
- Distributes workload among subordinate staff and instructs them in procedures for carrying out duties.
- Reviews all work assigned to staff and in conjunction with Business Coordinator, evaluate their progress and performance.
- Develops, and recommends to Business Coordinator strategies to improve productivity and/or programs.
- Maintains liaison with other units of the agency and with other community resources for improving the services of the unit.
- Develop procedures for the YouthWorks private sector team to efficiently and effectively match young adults to appropriate jobs, coach potential candidates, and troubleshoot any issues that arise with the employer.
- Assists staff in increasing employer engagement.
- Ensures that instructions issued by the unit's technical supervisor are carried out in a timely and efficient manner.
- Facilitate coordination of special projects: bus pass distribution, CTE participation, private sector youth pool identification
- Performs related work as required.
- Organize career fairs and hiring events that will help to match skills and interests to the needs of employers.
- Create and manage invoicing system for employers.

Knowledge, Skills and Abilities

- Knowledge of the goals and objectives of employment and training programs.

- Knowledge of the procedures, practices, and techniques in employment services and counseling, and of standard testing procedures.
- Knowledge of the economic, cultural and social characteristics of the area.
- Ability to express ideas, both orally and in writing and to make persuasive presentations to business executives, youth groups and other stakeholders.
- Ability to supervise subordinate staff engaged in the delivery of employment and training programs, and administrative functions.
- Ability to analyze work processes and accomplish objectives.
- Ability to design and assign the maintenance of record and reporting systems.
- Ability to establish and maintain effective relationships with staff, management, co-workers, and other agencies.
- Skilled in use of Microsoft applications; (i.e. Word, Excel, Access, PowerPoint and Publisher)
- Ability to maintain relationships with employers and young adults in order to assist them in meeting their specific goals and objectives.

Required Education & Experience:

- Bachelor's degree in Business Administration, Public Administration, Marketing, Sociology or related field preferred;
- Three (3) years experience providing basic services in a manpower program; at least one year of which was in a supervisory capacity.
- Experience working with young adults
- Or, any acceptable combination of training and experience.

Special Requirements:

- Maryland driver's license and daily access to an automobile.
- Criminal Background Investigation.

MOED Employees receive priority consideration for open positions and must apply within **3** days of posting.

Please place job title and posting number in the subject line.

Interested applicants may submit their resume

via email: resumes@oedworks.com please place job title and posting number in the subject line

via fax: to 410-396-8132; please place job title and posting number on fax cover

via mail: 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202- Attn HR;

MOED is an Equal Opportunity Employer.

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