



## **Program Supervisor, Compass Rose**

### **Job Posting Announcement**

**Posting Date:** 10/15/2021

**Posting Number:** 1450418

**Status & FLSA:** Non-Exempt

**Bargaining Unit:** CUB- unrepresented

**Classification:** Administrative Services

**Grade:** 920

**Salary Range:** Low \$50k

**Location:** 1510 W Lafayette Ave, Baltimore, MD 21217

**Status:** Temporary, Benefits Eligible

### **About City of Baltimore, Mayor's Office of Employment Development:**

The Mayor's Office of Employment Development (MOED) 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. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

### **Position Overview:**

The seven-month Program Supervisor, Compass Rose job responsibilities involve providing all follow-up services including case file management, communication with staff and youth members for Compass Rose participants. The Program Supervisor will attend all Compass Rose meetings, participate in all conference calls, provide program updates, enter data into case management system and facilitate all grant close-out requirements.

### **Essential Duties and Responsibilities:**

- Supervises and coordinates work duties of program staff, to include work schedules, and duty assignment
- May participate in the interviewing and selecting staff
- Work in conjunction with others to supervise an existing re-entry program for youth ages 18- 24.
- Distributes work duties, instructs and directs staff on daily operational procedures and work duties.
- Reviews work assigned to staff and in conjunction with Manager, evaluates staff progress and performance.
- Conducts regular staff meetings to solicit or develop two-way communications
- Interact with staff and public with a high degree of professionalism

- Develops, and recommends to manager, strategies to improve productivity and/or programs.
- Functions as a liaison with other agency units, community partners, and resources to improve services
- Oversees grant case management system
- Assists staff in obtaining goals.
- Performs other duties as required

**Knowledge, Skills and Abilities:**

- Knowledge of the goals and objectives of agency employment and training programs
- Knowledge of the procedures, practices, and techniques in employment services and counseling, and of standard procedures
- Knowledge and experience related to working with ex-offenders between 18 and 24.
- Knowledge of the economic, cultural and social characteristics of the area
- Strong verbal and written communication skills
- Strong customer service skills
- Ability to identify and relate employer needs to employment and training programs
- Ability to supervise, train and instruct technical and clerical level staff
- Ability to analyze work processes and accomplish objectives
- Ability to maintain accurate manual and electronic customer/ client records and product regular reports
- Ability to establish and maintain effective relationships with staff, management, co-workers, and other agencies
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.)

**Minimum Required Education and Experience:**

- Bachelor's degree in Business Administration, Public Administration or related field
- Two years' experience in front line leadership position
- Or, any equivalent combination of acceptable education and experience.

**Special Requirements:**

- Criminal Background Investigation

Interested applicants may apply via this [link](#)