



Position Announcement

Today's Date: 11/8/2018

Posting # 8510

Job Title: Program Supervisor

FLSA/ Code/ Status: Nonexempt / 1224 /CUB unrepresented

Location: Westside Youth Opportunity Center, 1510 W Lafayette Ave.

Salary: \$37,399-\$65.785

Status: Temporary with Benefits

Overview of Position Duties

The Program Supervisor job responsibilities involve providing front line, first level supervisory work to center staff.

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 his/her career potential and all employers have the human resources to grow and prosper.

Essential duties and responsibilities:

- Supervises and coordinates work duties of program staff, to include work scheduling, and duty assignment
- May participate in the interviewing and selection of staff
- Work in conjunction with others to set up and implementing a new 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.
- Performs as a liaison with other Agency units and other community partners and /or resources for improving the services of the unit
- 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.)

Required Education & 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:

- 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 5 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.

EOE/M/F/D/V