



<b>Job Title:</b>	<b>Program Supervisor</b>	<b>Job Code/ Req#:</b>	<b>20-54</b>
<b>Department/Group:</b>	Financial Services	<b>Pay Range:</b>	\$17.39-\$24.59
<b>Reports to:</b>	Director of Financial Services	<b>Position Type:</b>	Full Time
<b>Job Category:</b>	Non Exempt - Hourly	<b>Date Created/Revised:</b>	
<b>Filled by:</b>	Vacant	<b>Filled on:</b>	

### JOB DESCRIPTION

Reporting to the Director of Financial Services and in alignment with agency adopted mission and core values, this professional assists in the day-to-day support and management of staff efforts related to financial and compliance operations to promote best practices and optimal customer experiences.

### KEY TASKS

- Assists in guiding and developing staff to ensure growth and successful completion of tasks
- Oversees staff, vendor and provider compliance: contracts, monitoring and reimbursement
- Understands and advises regarding compliance with federal and state regulations and guidance, grant awards and internal policies
- Works across functions with peers in other groups to ensure collaboration for shared goals
- Uses data to assist in the development of goals and outcome tracking
- Supports development and upkeep of policies and procedures for department
- Supports agency audits, as needed

### GENERAL RESPONSIBILITIES

- Gives full attention to what others are saying
- Takes time to understand the points being made
- Asks questions as appropriate
- Speaks to others to convey information effectively
- Looks for ways to help people
- Understands written sentences and paragraphs in work related documents
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Understands the implications of new information for both current and future problem-solving and decision-making
- Monitors/Assesses performance of self, other individuals, or organizations to make improvements or take corrective action
- Is aware of others' reactions and seeks to understand reactions
- Practices good time management while respecting others' time

## EXPECTATIONS

- is honest, ethical and transparent
- maintains confidentiality of entrusted information
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- has reliable transportation
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
  - Assumes Positive Intent
  - Is (Be) Effective
  - Chooses Responsibility
  - Delivers Excellent Customer Service
  - Embraces Fun
  - Finds the Solution that Best Helps the Child

## SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Uses independent thought in decision making on a regular basis
- Independence/Expertise20-54
- Service/Initiative - Contributes ideas for improvement and change
- Supervision - Assists in the supervision of others
- Agency Growth - Seeks growth opportunities for organization and nurtures community partnerships

## KEY SKILLS

- Excellent Microsoft Office Skills
- Strong supervision skills
- Strong prioritization and delegation skills
- Strong skills in management of data-driven goals
- Strong analytical skills
- Strong communication skills
- Ability to manage and meet deadlines

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Finance, Business or related field from an accredited institution
- Two (2) years experience in contract compliance related to State or Federal oversight
- One (1) year supervisory experience
- One (1) year experience in general research, laws, government regulations, and agency rules

**OTHER**

- Travel: Local, Out of County
- Telecommute Eligible: Yes, Limited
- Leave Requirement: 5 Day Consecutive
- Mastery of Department of Children and Families specified courses (45 hours) within 90 days of employment

**PHYSICAL REQUIREMENTS**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

**WORK ENVIRONMENT**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel

**Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.**

Employee Signature:		Date:	
Supervisor Signature:		Date:	