

### Class Concept

Positions in this class supervise a program of intermediate scope and complexity, requiring knowledge of the program and the associated processes and procedures. Positions serve as a supervisor with program authority in the area of assignment. As the supervisor, positions oversee all operations and services provided by staff and assist leadership with strategic planning. Responsibilities include planning, organizing and managing daily operations; human resources management and staff development; program policy and procedure design and implementation; and associated business functions.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the principles and practices of public and business administration.
- Basic knowledge of human resources policies and procedures.
- May require basic knowledge of accounting practices and procedures.
- Ability to initiate administrative programs and procedures.
- Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures.
- Ability to plan, assign, and supervise the work of subordinate employees.
- Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three (3) years of experience related to the area of assignment; or an equivalent combination of training and experience.