

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; labor relations; employee training and development; supervision; public relations; office management; agency policy and procedures; government structure and process; counseling of employees; interviewing. Skills in equipment. Ability to define problems, collect data, establish facts and draw conclusions; understand practical form social work, case management, calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor or work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree with Master's level course work with three (3) years business administration or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date