

ECONOMIC OPPORTUNITY PROGRAM SUPERVISOR 1

KIND OF WORK

Advanced professional and supervisory economic opportunity program analysis work.

NATURE AND PURPOSE

An employee in this class is accountable for directing the activities of a specialized unit of the State Economic Opportunity Division (programs administration, programs coordination of inter-agency services). Responsibilities include initiating the development and monitoring activities of programs designed to meet the needs and increase the standard of living of low income persons. Direction is received from the Economic Opportunity Program Director and review of work is based upon results achieved. Each supervisor is accountable for the conceptual design, budget development and control, grants administration, program reporting, and evaluation and supervision of their unit.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs short and long-term plans in assignments of staff for economic opportunity programs involving several grants or functional areas.

Plans, initiates, and monitors economic opportunity programs.

Compiles extensive information regarding grants, funding, and program sources applicable to the anti-poverty groups and agencies.

Researches private and government sources and develops plans and programs applicable to community action agencies.

Coordinates the development of training and technical assistance plans to community action agencies.

Directs the monitoring of anti-poverty program process and determines conformance to federal and state requirements.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The sound planning, practices, and procedures in the area of program design to assist economically disadvantaged persons.

The organizational structure, methods, and procedures of agencies served by the Economic Opportunity Division.

The availability of private resources for program development.

Procedures for the preparation, application, and completion of grants and other funding.

Ability to:

Prepare, compile, and comprehend reports.

Effectively assign, supervise, train, and evaluate other staff.

Write and speak effectively.

Establish and maintain effective working relationships with private and public officials and the general public.

Est.: 10/77

Rev.:

T.C.: 7/86

Former Title(s):