

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PROGRAM SERVICES SUPERVISOR

<b>JOB CODE: 20105</b>	<b>PAY GRADE: 23</b>	<b>PAY RANGE: \$61,107 - \$97,772</b>
------------------------	----------------------	---------------------------------------

### GENERAL DESCRIPTION

Under the general supervision of the Support Services Division Commander, performs administrative, supervisory, and professional work of considerable difficulty related to the implementation and management of a wide variety of programs at the jail for the inmate population and programming at Pinellas Safe Harbor for homeless residents to include, but not limited to, education/vocational training, life skills, drug treatment/substance abuse groups and classes, specialized re-entry classes while maintaining compliance with related grants and contracts. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reviews completed work assignments by employees both at the jail and Pinellas Safe Harbor for achievement of task and objectives;
- Manages operational functions of section/division/bureau/department;
- Ensures that all inmates at the Jail Complex have access to basic education; General Education Development programs/testing, substance abuse groups/classes; oversees, schedules, and monitors classes and instruction provided through the Pinellas County School Board, Operation PAR, and additional community service providers; ensures accurate recording of program utilization;
- Supervises implementation and retention of groups, services, and programming specific to addressing the needs of the homeless residents at Pinellas Safe Harbor;
- Responsible for oversight of contracts and contractual staff pertaining to Program Services and Pinellas Safe Harbor; works closely with the General Counsel's Office and vendors to ensure final contract execution;
- Review and sign off on vendor payment/reimbursement;
- Coordinate and assist Grants Administration with the application process and implementation of new grant-funded programs;
- Assumes responsibility for the clearance, identification, and orientation procedures for volunteers and practitioners utilized in program facilitation; oversees maintenance of current roster of volunteers and practitioners; coordinates annual Volunteer-Practitioner trainings throughout the year;

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Works on special assignments made by the facility Commander, or designee, in a variety of areas related to inmate activities/programs, and program compliance;
- Oversees, edits, and approves articles, highlighting pertinent aspects of the project for publication in Correctional Journals and for presentation at National Conferences;
- Attend and participate in various community meetings/trainings to promote programs and represent the Department of Detention and Corrections in committees when necessary;
- Oversee and coordinate special departmental and agency events;
- Assists superiors in preparation and/or development of goals/objectives;
- Prepares, maintains, and oversees the annual budget for the Program Services Section;
- Responds to program inquiries and concerns from the public, professional groups, or from inmates, either orally or in writing; responds to Inmate Welfare Committee concerns in writing, responds to requests for survey or statistical information;
- Responsible for the administrative assistance for the homeless management information system TBIN for Pinellas Safe Harbor;
- Responsible for site management of G.E.D. testing for jail facility;
- Conducts/supervises employee performance evaluations;
- Reviews/approves time sheets and/or leave requests;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in social work, criminal justice, psychology, counseling, or a related field.
- Four (4) years related experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Leadership skills to provide guidance and directive to staff in order to achieve desired unit goals and objectives

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Time management skills to coordinate all staffing assignments, program development and social services offered
- Inter-personal skills to initiate a positive team oriented environment while displaying a positive/motivated demeanor
- Knowledge of general orders, policies and procedures to coordinate all scheduling and proper protocol for social services and program attendees
- Information systems entry/retrieval skills to retrieve and enter required information on a daily basis
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 2 hours per day
- Drive up to 1 hour per day
- Walk up to 1 hour per day
- Frequently lift up to 10 lbs.
- Lift up to 50 lbs.
- Frequently squat
- Occasionally bend, climb, reach, kneel, or twist