

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PROGRAM SERVICES SUPERVISOR

JOB CODE: 20105	PAY GRADE: 20	PAY RANGE: \$52,200 - \$83,520
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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/division;
- 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;

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- 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 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 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
- 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 attendee
- 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.
- Occasionally lift up to 50 lbs.
- Frequently squat
- Occasionally bend, climb, reach, kneel, or twist