

**MAJOR FUNCTIONS**

This is administrative and supervisory work managing the Tallahassee Engaged in Meaningful Productivity for Opportunity (TEMPO) youth program. Work includes coordinating and managing TEMPO services, initiative and assigned activities and monitoring case management data. Work is performed under the general direction of Director-Community Services and is reviewed through conferences, written reports and results achieved

**ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Coordinates the daily functions of the TEMPO program including program activity planning. Monitors case managers' interactions with assigned participants and shares any challenges and/or concerns with the department director. Leads the overall discussion and planning of TEMPO ReEngagement outreach goals with case managers. Monitors, tracks and presents reports to the department director on TEMPO program and initiates. Assists with establishing and maintaining community partnerships by establishing effective working relationship with government officials, private sector non-profits and the general public. Assists the department director with securing grant funding support. Recommends the selection, transfer, advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Represent the department at conferences, meetings and other public events as assigned by the department director. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities And Skills**

Considerable knowledge of the implementation and administration of a youth services program. Knowledge of general administrative practices and management. Knowledge of the principles and practices of record keeping and report writing. Ability to demonstrate excellent community relations skills. Ability to communicate effectively, clearly and concisely, orally and in writing. Ability to supervise subordinates in a manner conducive to high performance and good morale. Ability to establish and meet deadlines. Skill in the use of personal computers and associated programs and applications required for successful job performance.

**Minimum Training and Experience**

Possession of a master's degree in social work and four years of professional experience in a youth services program or experience that includes social work. One year of the required experience must include supervisor experience.

**Necessary Special Requirement**

Must possess a valid Class E State driver's license at time of appointment.

Established: 07-03-19

Revised: 11-21-19