



City of Tempe

EDUCATION, CAREER AND FAMILY SERVICES SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	631	<i>Department / Office:</i>	Education, Career and Family Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Education, Career and Family Services Manager or from other supervisory or management staff.

Exercises direct supervision over professional, clerical and part-time staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in the implementation and coordination of social services, human services or community education programs.
<i>Education:</i>	Equivalent to bachelor's degree from an accredited college or university with major course work in social work, education, sociology, psychology or a degree related to the core functions of this position. Master's degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver's license. <p><u>When assigned to Kid Zone or Tempe PRE:</u></p> <ul style="list-style-type: none"> ● Ability to obtain a State of Arizona Child Care Site Director license, as needed. ● Possession of, or required to obtain within thirty (30) days of hire, a First Aid and CPR certifications. ● Possession of, or required to obtain within thirty (30) days of hire, a Level 1 Fingerprint Clearance Card issued by the Arizona Department of Public Safety.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and supervise a major social services, human services or community program such as community education; children, youth, family and adult services; workforce readiness; and to supervise the staff involved in providing such services to the community.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop, implement, supervise, promote and evaluate assigned service and program areas; develop, recommend and implement program activities including community education and employment, children, youth, family and adult services, workforce readiness and older adult supportive services.
- Plan, prioritize, assign, supervise and review the work of staff involved in providing services and programs; work with program participants and staff to ensure program effectiveness.
- Interview and assess program participants to determine their needs, abilities, and program expectations and requirements.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing services; recommend and implement policies and procedures.
- Evaluate program operations and activities; recommend improvements and modifications; prepare reports as requested on relevant operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to recognize exceptional job performance and correct deficiencies; implement disciplinary action as necessary.
- Coordinate program activities with those of other departments, outside agencies and organizations, and City staff.
- Plan, develop and implement contracts with providers of specialized services; administer and revise contracts as necessary; oversee contracted providers to ensure contractual compliance.
- Ensure program compliance with pertinent laws, rules and regulations.
- Maintain awareness of new developments and legal requirements impacting programs and services; incorporate into existing programs as needed.
- Consult with school officials, courts, emergency service staff, police, probation public and other public and private agency representatives to seek assistance and find solutions to participant problems.
- Purchase necessary equipment and supplies; initiate bids for service providers; prepare bid specifications as required.
- Answer questions and provide information to program participants, city employees and the public.

- Provide pro-active performance planning utilizing performance management tools.
- Write grants and respond to proposals to increase funding for programs and services.
- Report, as required, to the City Council, Council Subcommittees and other Departments and Agencies.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 2023