

## MANPOWER PROGRAMS SUPERVISOR I (ESC)

### DESCRIPTION OF WORK

This is administrative and technical work involving supervision, coordination, and implementation of a specialized manpower program or activity.

Employees are responsible for developing, organizing, and implementing operational plans and procedures for a special program such as work experience, institutional training, on-the-job training, services to veterans, or rural manpower services. Work involves evaluating program procedures, systems, and activities; coordinating activities of ESC State and local office personnel with other agencies and groups; and supervising subordinate staff. Work is performed under general supervision and is evaluated on the basis of program effectiveness and accomplishments.

### EXAMPLES OF DUTIES PERFORMED

Participates in determining program goals and objectives and in establishing procedure for a specialized program, such as veteran's services, rural manpower services, or other special services or training programs.

Translates applicable federal and State laws, regulations, guidelines, and directives into procedure for use by ESC State, local office, and field staff.

Plans, assigns, reviews, and evaluates the work of subordinate staff; develops training materials and provides training for program operators and for ESC State, local office, and field staff in specific program activities, requirements, and operating procedures.

Monitors and evaluates program activities; makes necessary changes to accommodate changes in priorities or program design and to provide for more effective operations; prepares regular and special activity reports.

Coordinates interstate and intrastate rural manpower activity; represents the agency at rural manpower meetings and participates in the formulation of plans to improve conditions associated with rural manpower employment.

Provides program-related technical assistance to ESC local office and field staff, program operators, governmental agencies, and other involved groups and organizations. Participates in developing contract proposals for manpower services programs and reviews and edits proposal drafts.

Establishes and maintains working relationships with the news media, employers, labor unions, veterans or farm organizations, prime sponsors, and national, regional, State, and local agencies, and other program related organizations to promote, coordinate, and render manpower services.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of: federal and State laws and regulations pertinent to the program area of assignment; policies and procedures of the assigned program area; and employment problems of client groups.

General knowledge of: ESC objectives, organization, and programs; staff development and training principles and techniques; labor and economic conditions of the State.

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Ability to interpret, apply, and communicate program policies, procedures, and regulations; plan, organize, and coordinate an effective program of employment services; plan, assign, and supervise the work of subordinate staff; establish and maintain effective working relationships with community, State and federal agencies and ESC personnel, and representatives of public and private organizations.

Minimum Education and Experience

Graduation from a four-year college or university and four years' experience in employment service activities, public administration, community relations or development, or a related field; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.