

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR IV –
Assistant Division Manager

SALARY GROUP: B20

DEPARTMENT: Industry

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 02/05/2016

POSITION #: 024558

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees activities of staff within the agency industrial programs; plans, implements, coordinates, monitors, and evaluates program operations and activities; and ensures compliance with agency policies and procedures and state and federal laws, rules, and regulations.
 - B. Participates in the development of program goals and objectives; develops and recommends program guidelines, policies, procedures, rules, and regulations; and conducts special investigations and program analyses and recommends improvements.
 - C. Conducts on-site reviews; confers with staff on program issues and problems to identify and implement solutions; and provides liaison with the outside sales customers, vendors, staff, unit administration, agency management, and other state and federal agencies.
 - D. Coordinates and reviews program budget requests, cost analysis, fixed assets, and capital equipment.
 - E. Assigns and supervises the work of others; and provides training and technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, Industrial Technology, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning public administration or program administration experience.
3. Two years full-time, wage-earning experience in any production or manufacturing operation.
4. One year full-time, wage-earning experience in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of manufacturing operation methods.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to establish program goals and objectives.

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11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill to develop and evaluate administrative policies and procedures.
14. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.