

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Employment &amp; Training Supervisor</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>BH75</u>
FLSA Status	<u>Exempt (4)</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Human Service</u>

**PRIMARY PURPOSE:**

To supervise and direct the Workforce Development Specialists in all their required duties, as well as to work directly with clients providing the same services as the Specialists as necessary.

**SUPERVISION:**

Under general supervision; supervises assigned Workforce Development Specialists.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises and directs the activities of assigned Workforce Development Specialists.
2. Completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions. Maintains daily work records and time sheets for all supervised employees.
3. Meets with, explains, and maintains contractual relationships between the department and private employers throughout the Workforce Investment Act, Ozark Region in the placement of participants from the various programs of the department.
4. Provides guidance and counseling for participants experiencing barriers to complete training and maintain employment.
5. Determines participant program eligibility and assesses clients' need for appropriate services.
6. Conducts informational classes on self-reliance, problem solving, and job-seeking skills; administers, scores, and interprets appropriate vocational tests.
7. Contacts employers to present WIA or WIA related services and negotiates On-the-Job Training contracts including traveling to employer locations.
8. Refers participants to OJT openings and other employment opportunities.
9. Determines participant needs and barriers; makes decisions regarding WIA or WIA related support services; and makes referrals for support services as appropriate.
10. Maintains participant folders and prepares and completes forms and reports as required.
11. Utilizes computer software applications such as word processing, spreadsheet, and database.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars and other training for professional development purposes.
2. Operates a variety of general office equipment including copiers, fax machines, etc.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of training or experience providing the following knowledge, skills and abilities:

**Knowledge**

Demonstrated knowledge and understanding of employment and training needs of economically disadvantaged individuals and instructional methods related to job-seeking and maintenance skills.

**Abilities**

Effectively train and supervise assigned personnel; think critically and independently to resolve customer service issues; supervise and conduct development of job opportunities and placement on participants' behalf; read employer contracts, program applications, etc.; deal effectively and courteously with associates, clients, the general public and the private sector; communicate effectively both orally and in writing; accurately follow oral and written instructions; proficiently operate a computer and utilize appropriate software; perform effectively as a member of a team in carrying out the city's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a bachelor's degree in Human Resources, Personnel Administration, Sociology, Psychology, Social Work, Guidance and Counseling or closely related degree plus at least one year's experience working directly with economically disadvantaged individuals and supervising professional staff. Appropriate work experience may be substituted for formal education requirement on a year-for-year basis.

**Physical Requirements**

Performs bending and reaching from ground level to overhead; lifts and carries supplies, equipment, printed materials, etc. up to 30 pounds; pushes and pulls up to 25 pounds.

**Working Environment**

Works indoors in a general office environment; may be exposed to extreme weather conditions when traveling to employer locations and training institutions.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License and provide own transportation during assigned working hours.

**Miscellaneous Requirements**

Some assignments are located outside of Springfield within established regional guidelines.

<b>Last Revision:</b>	August 2005	<b>GENERAL ORDINANCE NO.</b> 3502
<b>Comments:</b>	Essential Functions and Abilities	<b>Date:</b> April, 1984

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_