

## **OPERATIONS AND PROGRAMING SUPERVISOR**

### **DEFINITION**

This position is part of the Office of the District Attorney's Management Team and is subject to call out during the day, night and weekends as necessary. To support and assist in the supervision of the District Attorney's goals and mission; to supervise assigned staff; to plan, organize, coordinate, and perform in the most highly specialized administrative support, fiscal support, and/or other programing operation functions of the Office of the District Attorney, which require in-depth knowledge of the Office and the County services, policies, and programs to which the incumbent is assigned; to assist in the overall operations of the Office to include; preparing and monitoring the Office functions, serving as the Court Liaison between the Office and the Superior Court, serve as the restitution court coordinator, legal research and writing, budgeting; to prepare administrative, programing, and/or fiscal reports, specialized documents, and other items necessary to the Office and its Programs; Grant writing and administration; meet with victims and witness' of crime; provide services and counselling, participate in community outreach and education. Coordinating the day-to-day operations of the Victim/Witness Program and the County's Mass Casualty Program for victims; helps coordinate and provide training; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a highly specialized position and part of the management team for the Office of the District Attorney, Overall responsibility for the operations of the Office and the Victim/Witness Program An incumbent in this class may be assigned supervisory responsibilities for the day-to-day operations and programming of the Office and will serve as the Victim/Witness Coordinator.

### **REPORTS TO**

District Attorney, Assistant District Attorney

### **CLASSIFICATIONS SUPERVISED**

Office Staff, Fiscal & Technical Specialist positions, Victim Advocates and others as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)***

Plans, organizes, and performs a variety of Office program operations and support work; may be assigned to highly specialized area critical to the Office functions such as fiscal tracking, budget development and administration, human resources, assessment role development and maintenance, department administrative support, or other area critical to County administration and services, may be assigned to supervise and evaluate the work of office and technical support staff, including scheduling and reviewing work assignments; provides training and consultation on program and work procedures and problems to other County and Department/unit staff; may analyze Department and/or

## **OPERATIONS AND PROGRAMING SUPERVISOR - 2**

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)**

program administrative functions and operations, developing recommendations on staffing requirements and work responsibilities; as part of the management team to assist the Office management with preparation, review, and monitoring of the Office budget; develops and analyzes information and prepares special and fiscal reports; prepares Office payroll documents; has responsibility for planning and performing a variety of administrative programs/projects as assigned; plans, organizes, and participates in the development the Office computerized information ; provides a variety of fiscal and administrative support for the Office programs through the review of financial documents, payroll records, claims, and statistical data; supervises and monitors the preparation of invoices, travel authorizations, warrants, receipts, and other items; monitors on-going fiscal expenditures, revenues, fund transfers, and purchase orders; prepares budget transfer requests; prepares Office agenda items for submission to the County Board of Supervisors by appropriate management staff; prepares and reviews program fiscal and/or operating and information reports for submission to requisite government agencies; serves as a liaison between the Office and the Superior Court and other County departments and units; serves as the Victim/Witness Coordinator; grant writing and administration of grants, and provide services to victims of crime.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; stool, kneel and crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; physical ability to lift, push, carry, and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed mostly in an office environment; respond to victim's residents, crime scenes and or allied agencies and/or hospital; occasionally transporting victims out of town; continuous contact with other staff, the public, victims and witness'.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

In-depth knowledge of the functions, programs, and policies of the County and the Office where assigned.

Computers and software used in Department and County information systems.

Principles of supervision, training, and staff development.

Program development, monitoring, and evaluation.

Principles of budget development and administration.

Statistical and financial record keeping methods, procedures, and techniques.

Techniques for the development and analysis of a variety of specialized information, as well as information and report presentation and development.

Program policies and operation requirements in the County and in the Office where assigned.

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### DESIRABLE QUALIFICATIONS (continued)

#### **Ability to:**

Ability to supervise assigned staff.

Plan, organize, schedule, coordinate, and perform the most highly specialized administrative support, fiscal support, and/or program operation functions of the Office.

Provide supervision, training, and work evaluation for assigned staff, as necessary.

Gather, organize, analyze, and present a variety of narrative and statistical data and information.

Assist with the development and administration of the Office program budget.

Prepare reports and correspondence.

Analyze situations accurately and determine effective courses of action.

Prioritize workload to meet established timelines and special requests.

Work within multiple time frames and deadlines.

Prepare, maintain, and submit complex fiscal and/or statistical records to the Office, the County and the State, as assigned.

Maintain confidentiality of materials and use discretion in sensitive situations.

Deal tactfully and courteously with the public, other County staff, representatives of other government agencies, and victims and witness' of crime when explaining the functions, policies, and programs of the Office.

Establish and maintain cooperative working relationships.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

An increasing responsibility and experience in performing a variety of management, supervision, and/or administrative support work, including substantial experience in the day-to-day operations in an office setting, day-to-day operations of a programming fiscal and/or monitoring and reporting, grant writing and/or administration, dealing with victims of crime.

#### **Special Requirements:**

This position is a shared on-call position and availability is crucial to the performance of the position. Driver's License is required. It also requires specialized training and certifications of Domestic Violence counselling and Sexual Assault counselling, to be obtained in the first 12 months of hiring, as well as forensic interviewing certification.

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