

SNOHOMISH COUNTY JOB DESCRIPTION

WORK PROGRAM SUPERVISOR

Spec No. 5046

BASIC FUNCTION

To supervise defendants who are working off fines by performing public service work.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Locates jobs which defendants can perform at public facilities such as schools, parks and the district court house; makes arrangements for required tools and equipment.
2. Assigns defendants to jobs which match their mental and physical capabilities.
3. Working in conjunction with job site personnel, instructs defendants in proper techniques and methods to be used in performing assigned tasks and in the use and care of tools and equipment; transports defendants to and from job sites.
4. Supervises and evaluates the work of defendants; reports the quality of the worked performed to the court.
5. Maintains time records to ensure compliance with the sentence of the court; reports cases of non compliance to appropriate district court officials.

STATEMENT OF OTHER JOB DUTIES

6. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of experience supervising maintenance or janitorial workers; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques;
- potential community job sites;
- materials and methods associated with grounds maintenance;
- safety rules and regulations;

Ability to:

- supervise, coordinate and evaluate the work of defendants;
- integrate small work groups into a productive and harmonious team effort;
- maintain necessary records and prepare required reports;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- communicate effectively both orally and in writing.

SUPERVISION

Employee reports to an administrative superior as assigned.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1986

Previous Spec No. 610639

EEO Category: 5 – Paraprofessionals

Pay Grade: 304 – Clerical Pay Plan