

### **JOB POSTING FOR: TEAM LEADER (SUPERVISOR)**

#### **Job Overview:**

Performs supervisory duties to assist Program Director in achieving positive outcomes. Responsibilities encompass duties related to administrative and secretarial assignments, coordination of entry-level staff, observing and evaluating workers and work procedures to ensure quality standards and service using knowledge of local office, bureau, division, department, and state goals, objectives, policies and procedures.

#### **Essential Functions (Major Duties or Responsibilities):**

1. Performs a variety of supervisory duties using knowledge of conflict resolution, discretion, and leading by example.
2. Provides administrative assistance to the Program Director, in assisting the public and users in administering Jobs for Montana's Graduates services.
3. Coordinates and schedules entry-level staff by providing training, support and works as needed with entry-level staff.
4. Performs other duties as assigned, including but not limited to faxing, scanning, printing, copying, data-entry, and note-taking for meetings.
5. Performs a variety of program assistant duties, including auditing, reviewing and analyzing information for one or more programs operated by the local office.

#### **Minimum Qualifications (Education and Experience):**

Education and experience equivalent to one year of leadership experience, two years of high school in business or a related field, and one year of various public contact experience. Experience with computers and various software applications is required.

#### **Knowledge, Skills and Abilities:**

Knowledge of office computer applications and ability to acquire and continuously improve knowledge of various software and mainframe applications, i.e., Microsoft Windows, Microsoft Office, Montana Career Information Systems (MCIS), and the Internet. Must have the ability to remain calm in high stress situations and remain unbiased in personnel conflicts.

Ability to acquire knowledge, within a reasonable period of time on the job, of departmental and work unit policies and procedures; services provided by Jobs for Montana's Graduates; community resources and services provided by workforce system partners; department programs, regulations and policies. Knowledge of office practices and procedures; business English, spelling, grammar, and composition; basic accounting practices and procedures; basic research methods and current social and labor market conditions in the area.

**To Apply:** Submit Cover Letter, Resume and Job Application to:

**Program Manager - IGNITE**

**RE: [Job Title]**

**PO Box 1728**

**Helena, MT 59624-1728**