



**Employment Opportunity**

Employment Services Supervisor

Business & Employment Resource Center (BERC)

\$21.11 hourly salary - Contingent Position – 40 hour weekly (Grade G11)

**Contingent Employees** are hired under an Employment Contract which includes paid time off (PTO), medical insurance coverage and 3% salary contribution for an employee retirement.

***Apply By: Friday, September 15, 2017 @ 5:00 p.m.***

**GENERAL RESPONSIBILITIES** Develop and coordinate job seeker services to meet Carroll County’s workforce development needs. Coordinate employment, re-employment and training services for eligible Adult and Youth customers participating in Workforce Innovation and Opportunity Act programs in accordance with Federal, State and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Assign duties and examine work for exactness, neatness and conformance to laws, policies and procedures and address errors and complaints
3. Plan, develop, coordinate, and promote programs and services for customers
4. Study and standardize procedures to improve efficiency and ensure fiscal and program compliance, performance and appropriate service delivery
5. Responsible for funding decisions involving customer training and contract services
6. Monitor content, procedures and scope of training to assure contract compliance and evaluate training effectiveness
7. Engage community and workforce partners to design and participate in programs and services
8. Monitor customer data reports via Management Information System (MIS) and internal records for federal compliance
9. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations

**EDUCATION AND EXPERIENCE**

1. Bachelor’s degree in Social Sciences, Counseling, Business or related field
2. Two years workforce development experience preferred, including one year supervisory experience\*

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

**Apply on-line: [ccgovernment.carr.org](http://ccgovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 9/1/17  
(18-21)**

**Carroll County is an equal opportunity employer**

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.