

NOTICE OF POSITION OPENING

Gillespie County, Texas

Community Services Weekend Supervisor
Part-time Position
for

Gillespie County Community Services Department

APPLICATION PERIOD OPEN

Closing Date Friday, March 31, 2017

This Application Posting May Remain Open Until
A Sufficient Number of Applications Have Been Received or Position Filled

For additional information please call

Laura Lundquist @ 830-997-6521

Pertaining to County benefits

Return Applications To:

GILLESPIE COUNTY TREASURER'S OFFICE

GILLESPIE COUNTY COURTHOUSE

101 West Main Street Unit #5 Room 106

Fredericksburg, TX 78624

Email to countytreasurer@gillespiecounty.org

Applications may be submitted via FAX to 830-990-2307

GILLESPIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

COUNTY OF GILLESPIE, TEXAS
JOB DESCRIPTION
For
**Weekend Supervisor – Part-time Position for
Gillespie County Community Services Department**



JOB CODE:

FLSA CLASSIFICATION: Part-time, non-exempt position (7-day, 40 hour work period, Sunday through Saturday)

OCCUPATIONAL CATEGORY: Service Maintenance

PAY SCHEDULE: Pay Group 11 ... (refer to County Pay Schedule ... Pay Group 11 recap provided with this job description). Entry level for this position is \$13.56 per hour. Normally new staff comes in at the entry level.

PAY PLAN:

The wage for this position is established according to the County Pay Schedule. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule overtime compensation will be computed on a 40-hour WORK period.

Wages are paid biweekly.

LEAVE PLANS: ... Leave Plans may include, but are not limited to the following and are subject to change:

County leave plans are not applicable to part time positions.

BENEFIT PLANS: ... Benefit Plans may include, but are not limited to the following and are subject to change:

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Other: The County provides workers' compensation and unemployment coverage.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

Under the direct supervision of the Director of the Community Services Department, this part-time position initiates the community services program and all related duties on weekends or as assigned. Organizes the proper work placements and manages the participants subject to community service orders on behalf of various Court decisions. Promotes program safety and completes all necessary paperwork required by the Community Services program. Insures the application of local, state, and federal laws and regulations pertaining to community service requirements. Attends training initiatives as may be required by the county or state/federal statutes. Performs other duties as may be assigned.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Reports directly to and receives general instruction from the Director of the Community Services Department. Has considerable latitude for the use of self-initiative and independent judgment.

SUPERVISION: Supervises those who are placed in the Community Services program by the court system.

RESPONSIBILITY FOR OTHERS: Coordinates with qualified 501C3 organizations on weekends to maximize the use of community service workers.

CONTACTS: Has frequent contact with other county personnel, community service workers, adult and juvenile probation personnel, law enforcement entities, city staff, various non-profit organizations, the general public, and with anyone involved in the functions of community service.

ESSENTIAL DUTIES / FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:

Management of Department:

Coordinates efforts and fosters positive relationships with criminal justice entities in the county, other county offices, various non-profit organizations, and any other agencies as needed.

Exercises skills and abilities to supervise offenders positively and constructively, while maintaining discipline and problem solving at the work site as required.

Ability to maintain confidentiality and work with offenders within professional boundaries.

Directs compliance with local, state, and federal policies, practices, procedures and laws pertaining to the administration of a Community Services program.

Ensures all complaints are reported to the Director in a timely manner and maintains an open line of communications with the Director on a regular basis.

Complies with all required reporting initiatives.

Program as it relates to participant:

Works designated weekend schedule as required.

Organizes community work schedules on weekends to obtain maximum use of the Community Service program.

Clearly communicates expectations to community service participants as to required performance, behavior, and demeanor. Provides continuous feedback to ensure that those expectations are consistently and universally met or exceeded.

Complies with all departmental and county-wide policies and procedures.

PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS ... essential physical demands and environmental demands may include, but are not limited to the following:

Knowledge of basic First Aid.

Ability to effectively work with offenders in a professional manner and provide a meaningful work experience.

Supervises and evaluates work activities of community service workers.

Promotes safety in the workplace and reacts to the job-related needs of staff and community service workers in a responsible manner.

Reacts to change in a productive manner and performs other related duties or tasks as may be assigned.

WORKING CONDITIONS AND SCHEDULES:

COUNTY FACILITIES AND VEHICLES:

County facilities including vehicles are smoke-free and alcohol-free working environments.

PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent is regularly subjected to daily and prolonged repetitive motor movements and mental requirements ... as such:

Must be able to handle stress in various situations.

Must be able to deal with constant contact with community service workers and other county personnel.

Must be able to read, compose complex documents, and verbally communicate either in person or on the telephone.

Must be able to stand for extended periods of time.

Must be able to work with hand tools and yard maintenance equipment.

ENVIRONMENTAL DEMANDS:

Most, if not all functions are in an outdoor working environment consisting of a full range of weather conditions and contact with potentially hazardous solvents and abrasive materials or compounds.

SCHEDULES:

Weekend schedule as assigned ... with less than 29 hours per 7-day work period.

MINIMUM REQUIREMENTS / QUALIFICATIONS ... of applicant:

EDUCATION: High School graduate or GED equivalent.

AGE: Must be at least 18 years of age.

TESTING: Must pass criminal background check and motor vehicle record report. Must be able to pass pre-employment testing ... drug and alcohol testing; physical examination, based upon bona fide occupational fit for duties criteria.

EXPERIENCE: A minimum of one year experience in effectively dealing with the public and co-workers.

LICENSE: Must possess and maintain a current valid Texas Driver License.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS, AND ABILITIES:

(1) Ability to perform essential duties and functions of the position as described.

(2) Knowledge of federal and state laws and/or regulations as it relates to the community service program.

(3) Ability to communicate courteously and effective with community service workers, co-workers and the general public.

(4) Ability to perform assigned duties without continual supervision and to make sound, independent judgments as necessary.

(6) Ability to manage multiple changing priorities in a fast-paced environment.

(7) Ability to respond to emergency situations as may be required by job duties or unforeseen circumstances.

(8) Ability to function under pressure with a demand for quality and quantity of work.

(9) Ability to conduct all job responsibilities in accordance with the Gillespie County safety program and work rules.

(10) Ability to effectively supervise community service workers.

(11) Ability to accept work assignments from Department Director in a professional manner.

(12) Skill to effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.

ADDITIONAL REQUIREMENTS:

Regular work attendance is essential and required.

Gillespie County requires consent for criminal background check from all applicants.

Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified. All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your wage and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.

GILLESPIE COUNTY, TEXAS Adopted County Pay Schedule

Effective 10.01.2015

Pay Group	Pay Basis	Entry Rate	Mid-Point Rate	Maximum Rate
11	A Annual	27,678.98	33,906.76	40,134.53
	M Monthly	2,306.58	2,825.56	3,344.54
	B Bi-weekly	1,604.58	1,304.11	1,543.64
	H Hourly	13.31	16.30	19.30

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis. Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases. Normally new staff comes in at the entry level. Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

County positions shall be reviewed at least annually ... may include, but not limited to review of essential duties/functions, necessity of position, wage scale rating, and budgetary factors.