

**MAJOR FUNCTIONS**

This is administrative and supervisory work managing the Tallahassee Future's Leadership Academy (TFLA), the Not-My-Son Initiative and the planning and implementation of city-wide Youth Summits. Work includes promoting, coordinating and managing TFLA services, coordinating Not-My-Son activities with respective communities and organizing a city-wide youth summit with various community partners. Work is performed under the general direction of Director-Community Services and is reviewed through conferences, written reports and results achieved.

**ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Coordinates the daily functions of the TFLA program including program activity planning. Leads the overall discussion and planning of TFLA, the Not-My-Son Initiative and city-wide Youth Summit(s). Monitors, tracks and presents reports to the department director on all aspects of respective programs. Assists with establishing and maintaining community partnerships by establishing effective working relationships with governmental officials, private sector non-profits and the general public. Assists the department director with securing grant funding support. Recommends the selection, transfer advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Represent the department at conferences, meetings and other public events as assigned by the department director. May serve as team leader or team member on ad-hoc department-wide or City-wide project teams as needed. Reviews recent developments, current literature and other sources of information as it relates to assigned respective job duties.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities And Skills**

Considerable knowledge of various training programs, including industry-wide accepted methods and practices. Knowledge of young-adult learning theory and methods and practices of training. Knowledge of methods and techniques used to establish and maintain effective work relationships. Ability to conduct independent research, evaluate findings and recommend solutions. Ability to prepare written technical reports and recommendations. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective work relationships as necessitated by job requirements. Ability to act in the manager's absence by interacting with department and division directors on respective program issues. Ability to develop long-term strategic plans. Ability to work independently. Ability to present recommendations effectively, both orally and in writing. Skill in the operation and use of computers, software programs and peripherals necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in human resource management, business or public administration, industrial relations, psychology, criminal justice, education, one of the social sciences or a related field and four years of professional experience that includes human relations or personnel or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess a valid Class E State driver's license at time of appointment.

Established: 12-19-19