Non-Merit Job Vacancy Announcement

ADMINISTRATIVE SECTION SUPERVISOR

<table>
<thead>
<tr>
<th>Pay Grade:</th>
<th>15</th>
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<tbody>
<tr>
<td>Salary or Range:</td>
<td>$19.882 - $26.339 Hourly</td>
</tr>
<tr>
<td>FLSA Designation:</td>
<td>Exempt</td>
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<tr>
<td>Position Type:</td>
<td>Full Time</td>
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<tr>
<td>Work Schedule:</td>
<td>Sunday - Saturday</td>
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<td>Work Week:</td>
<td>37.5 Hours</td>
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Agency: Department Of Military Affairs - Appalachian Challenge Academy

Work Address: 465 Grays Drive, Grays Knob, KY 40829

Work County: Harlan

AGENCY COMMENTS:
This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:
Provides direct supervision over all employees within the Cadre Section; assists Branch Manager (Commandant) in all aspects of corps of cadets life at Academy; implement training plans for cadre as well as manage all cadre training requirements; approves leave, requests overtime for employees; counsels employees on work related problems; recommends disciplinary actions; investigates all cadre violations of policy and procedures; reprimand and/or recommends dismissal of cadre; ensure consistent standards are followed by all cadre; manage manning associated with cadre/cadre supervisor operations to include participating on interview boards; making recommendations and training all new and existing cadre; recommend training and implement training as required by National Youth Challenge Program and Commonwealth of Kentucky; monitor all required cadre reporting in Cadet Tracking ensuring all elements are accurate and timely; manages all external cadre and cadet activities relating to Service to Community (STC) by all elements, schedules events transportation and meals to conduce major off site STC events; works with other National Youth Challenge Programs in the development and implementation of new cadre interaction efforts; other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:
Graduate of a college or university with a bachelor’s degree.

EXPERIENCE:
Must have four years of professional administrative experience.
Substitute EDUCATION for EXPERIENCE:
A master's degree in public or business administration or a related field will substitute for one year of the required experience.
Substitute EXPERIENCE for EDUCATION:
Additional administrative or research experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):
NONE

ADDITIONAL REQUIREMENTS:
Upon appointment, employees in this class may be required to maintain a valid driver’s license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the Employee Handbook.

HOW TO APPLY / APPLICATION PROCESS: (DEADLINE: 7/8/2018)
[Posted on: 7/2/2018]

Please contact Crystal Simpson for details on how to apply.

Contact Name: Crystal Simpson          Contact Method: 502-607-1541 or crystal.l.simpson10.nfg@mail.mil

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