



ADMINISTRATIVE SUPERVISOR

DEPARTMENT: VARIOUS
GRADE 35

CHARACTERISTICS OF THE CLASS:

Under the general direction of the Department/Division Director coordinates the administrative activities of the department. Extensive knowledge of the organizational structure of the City and the department combined with excellent computer and keyboard skills are crucial to this position. The incumbent may supervise various office and field support staff. Duties include a variety of specialized administrative support tasks requiring excellent oral and written communication skills. The incumbent coordinates several work programs simultaneously and has broad latitude in decision making and can answer most policy questions without review by a superior. Work is reviewed through conferences and written reports for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Approves the requisition of supplies and equipment; prepares payroll; assists with budget preparation; monitors expenditures; checks operating reports for accuracy and conformance to policies and standards; updates publications and manuals.
2. Directs research, collection and compilation of data for annual and administrative reports, agendas, bulletins, questionnaires, agreements, plans, and documents.
3. Supervises, assists, trains and directs office and field support personnel; schedules and reviews the work assignments of department staff.
4. Develops and revises office procedures; recommends hiring discipline, and promotion action; approves overtime, sick leave, and vacation.
5. Acts as liaison between the department's superior and subordinates, and the general public.
6. Composes, edits, and prepares correspondence, reports, invoices, statements, requisitions, and other departmental documents.
7. Operates a computer, photocopier, printer, adding machine, facsimile machine and/or typewriter.
8. Designs and maintains specialized filing systems, document or library collections; coordinates special projects or committees as directed by superior.
9. Update lists, code books and policy manuals; maintains appointment calendars; schedules meetings and activities.
10. Responds to telephone two-way radio or in-person inquiries: greets the general public: answers various inquiries personally: provides information on departmental services and functions: or directs callers to appropriate personnel.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School Diploma or GED; supplemented by five (5) years of progressively responsible administrative work experience for the City; or an equivalent combination of training and experience. A Bachelor's Degree in Business Administration, Public Administration, or a related field and one (1) year of extensive departmental experience can substitute for the aforementioned experience requirement. Experience must include the use of computers and standard software applications such as Microsoft Word and Excel. Requires excellent keyboard skills as directed by departmental need.

B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of departmental and municipal rules, regulations, policies, and procedures Abilities to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relations with fellow employees, superiors, subordinates, city officials and the general public.

Ability to make complex decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to communicate information tactfully and impartially.

Skill in the operation of modern office equipment.

Skill in preparing and working within the constraints of a budget.

C. Physical Requirements: 3

D. Environmental Requirements: 2

E. Sensory Requirements: 2,3,6,8,9