



Title: Administrative Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to plan, organize and supervise administrative/clerical support personnel and coordinate all centralized administrative and office support functions of a department/division. Incumbents have responsibility for, and may participate in the work unit operations. This is accomplished by coordinating and monitoring work assignments of unit staff and department light duty assignments; developing work procedures, methods and record-keeping systems; performing personnel management functions; performing personnel and payroll transactions, maintaining payroll and employee records; coordinating and gathering information and drafting responses; typing, printing and distributing correspondence, tracking and recording information and preparing various reports; answering and screening calls; maintaining and ordering office supplies and inventories; administering procurement activities; creating and proofing documents and routing mail; may participate in the budget process, may compile and prepare budget documents. Other duties may include scheduling and coordinating meetings and events; completing records retention activities.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Supervises and assigns the work of a unit engaged in complex administrative and office support functions; coordinates, prioritizes and monitors work flow; provides assistance with difficult or unusual problems; develops work procedures, methods and record-keeping systems; participates in the hiring and training of staff; reviews work for completeness, accuracy and compliance with operating procedures; receives and resolves routine personnel matters and makes recommendation to superiors on difficult and complex personnel matters; conducts group and individual conferences to discuss rules, procedures and performance problems; encourages cooperation and teamwork among staff; completes performance evaluations; reviews, approves and signs time sheets and time off requests; monitors and assigns work of department light duty assignments.	55%
2	S	Provides complex administrative support to the assigned department by reviewing information, including summarization and representation; preparing letters, memos and reports on various	25%



		subjects; monitoring and tracking of department personnel issues including training, physicals, license, VTT expiration/renewal requirements, staffing, attendance, discipline and grievance timelines, light duty assignments; reviewing outgoing documents for accuracy and completeness; preparing, editing and reviewing data for documents, proposals, bids and purchase orders; ordering and maintaining office supplies; processing and coordinating the preparation and submission of payroll information, personnel transactions, requisitions and purchase orders; applying and explaining payroll and personnel rules; acts as liaison with several internal agencies including but not limited to central personnel, labor relations, risk, finance and payroll staff.	
3	S	Provides receptionist support to the assigned department by receiving and screening telephone inquiries and visitors, responding to questions and providing information; receiving complaints and routing them to the appropriate person, and taking and delivering messages.	10%
4	S	May be assigned limited budget responsibilities including: receiving and processing invoices; researching and resolving billing errors; coordinating items of the department budget by assisting in providing recommendations for budget projections, entering budget projections and information in the District budget program, coordinating and reconciling accounts payable, purchase orders and reporting information; preparing budget adjustments or fund transfers as necessary, and creating check requests, requisitions and purchase orders for vendor payments.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency in administrative support and/or office management. Accredited community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of three (3) years of higher level office or administrative support experience including providing support to upper management level positions. One (1) year of lead or supervisory experience is preferred.</p>



Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has administrative budget responsibility which will include analysis of activity, research associated with line item reconciliation, as well as the responsibility for insuring that all expenses are supportable and allowable. Overall budget accountability is maintained at the Department/Division level, or as appropriate.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech, Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Typing Certificate verifying minimum typing speed of 60 net words per minute.



KNOWLEDGE
<ul style="list-style-type: none">• Standard office administration, methods, practices and techniques• Methods, practices and techniques of payroll, personnel, purchasing and accounting transactions• Effective supervisory practices, principles and techniques• Record keeping and filing methods.• Methods and techniques of filing, tracking, recording, and presenting information.• Practical application of computers and peripheral equipment.• English grammar, punctuation, spelling, and usage.• Standard office machine usage.• General methods of tactful public communication.• Financial reconciliation of budget expenditures and credit card purchases.

SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software.• Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none">• Evaluate, plan, prioritize, coordinate and delegate daily administrative and clerical operations• Lead and/or supervise the work of others engaged in clerical activities• Prioritize and deal with conflicting workload requirements• Handle contacts with courtesy, diplomacy, and tact• Read and understand Department policies and procedures• Prepare and review letters, memos, and general correspondences• Present information and respond to questions from Department staff• Deal with difficult people and situations• Learn District and departmental operating policies, procedures, systems and methods• Identify and analyze operational problems and recommend changes• Organize information clearly and precisely• Apply customer service skills, representing the District in a positive way• Accurately take notes and minutes for written meeting summaries• Extract data and written information from reports and transfer to other documents• Secure cooperation and teamwork among professional and/or support staff• Maintain confidentiality of information• Recognize and respect the limit of authority and responsibility



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Communicating with co-workers
Sitting	C	Computer keyboard; telephone keypad; calculator; calibrating equipment
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	F	Supplies; files
Pushing/Pulling	C	Desk work
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Paperwork
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves; ground
Crawling	N	
Bending	F	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	C	From computer to telephone
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading; computer screen; observing work site
Hearing	C	Communications via telephone/radio to coworkers/public
Talking	C	Communications via telephone/radio to coworkers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Copier, fax machine, binding machine, folding machine, projectors, microfilm reader, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.