

OFFICE SUPERVISOR

DEFINITION

Under general direction, to plan, organize, and supervise the office and administrative support functions of a County Department; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory classification for the planning, organization, and supervision of the office and administrative support functions in one of the larger County departments.

REPORTS TO

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment.

CLASSIFICATIONS DIRECTLY SUPERVISED

Office Assistant I, II, & III; Fiscal and Technical Assistant I, II, & III; and other specialized office support classifications.

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EXAMPLES OF DUTIES

- Plans, organizes, and supervises a department's office and administrative support functions.
- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Establishes work schedules and methods for assigned staff.
- Supervises and evaluates assigned personnel.
- Assists with the hiring of new personnel.
- Establishes and implements work training programs.
- Participates in department budget development and administration.
- Has responsibility for the purchasing and inventory of office supplies and equipment.
- May have responsibility for the development, implementation, and use of department computer resources and software.
- Researches, compiles, and analyzes data for a variety of projects.
- Directs the development and develops reports.
- May prepare and process the Department payroll.
- Has responsibility for department communications systems and equipment.
- Directs the development and implementation of records maintenance and information retrieval systems.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods and procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.

Ability to:

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Provide supervision, training, and work evaluations for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of increasingly responsible office and administrative support assistance experience, preferably including at least one (1) year in a supervisory or lead position.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.