

OFFICE SERVICES SUPERVISOR 2

KIND OF WORK

Office work in supervising administrative and support functions.

NATURE AND PURPOSE

An employee in this class is responsible for the supervision of a unit concerned with the administration of a well-defined service as required by state law or with the provision of administrative and support services to a small agency or a unit of a larger agency. Supervisory responsibility includes: assigning and controlling the flow of work, changing and/or modifying administrative procedures, training employees, effectively recommending hiring and disciplinary actions and conducting performance evaluations. Functions include the supervision of staff, budget preparation and administration, compilation of reports and recommending changes in rules and laws. Where supervision is less of a factor in position priorities, the impact of the position normally extends to providing support services which have a broader impact on the entire agency.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Coordinates the activities of a unit so that licenses or registrations are properly issued.

Prepares and administers the budget for a unit so that expenditures are within authorized limits.

Supervises the maintenance of an inventory of licenses or equipment and orders additional materials so that services are not interrupted.

Establishes standards for responding to public request for information.

Responds to special request for information by developing reports based on information in files.

Interviews, selects and trains staff in unit procedures.

Coordinates the processing and safe keeping of contracts and other legal documents.

Assumes responsibility for maintaining an effective flow of external and internal communications between top management employees and the public.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The functions, procedures, organization, governing laws and regulations of the administrative unit involved.

Modern office procedures, practices and equipment.

The principles and practices of budgeting.

Ability to:

Interpret complex laws, rules, and policies.

Supervise the work of others.

Understand and effectively carry out complex oral and written instructions.

Establish and maintain effective working relationships with administrative officials and the general public.

Est.: 4/8/81
Rev.:

T.C.:
Former Title(s):