

OFFICE SERVICES SUPERVISOR 1

KIND OF WORK

Office management work of moderate difficulty.

NATURE OF PURPOSE

Employees in this class are responsible for independent decisions within an essential area of a department's operation. Work frequently requires interpretation of law and regulation and involves serious consequence of error such as loss of revenue, serious delay, or disruption of operations. Supervisory and administrative responsibilities extend to budget and office procedures development, controlling the flow of work, training employees, effectively recommending hiring and disciplinary actions and conducting performance evaluations. This supervisory responsibility is typically either exercised in a small organizational unit which frequently has statewide impact in performing its particular function or over a large office staff within a department. Supervision is generally received from a higher ranking administrative employee who is responsible for a major division of a large department. In smaller departments or on particular assignments, the Department Head may directly supervise an employee in this class. Assignments are in terms of those parts of the department's program for which the employee is responsible with review taking the form of an observation of results achieved.

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

Hires, assigns, evaluates, disciplines, fires subordinate staff or effectively recommends and processes related documentation.

Trains staff in all appropriate current departmental policies and procedures.

Develops new procedures for both automated and manual document processing systems and trains employees in their use.

Compiles budget data and biennial cost projections for staff salaries and expenditures.

Prepares annual spending plan for staff salaries and expenses.

Supervises records center so that data is maintained and disseminated in compliance with state/federal statutes/regulations.

Ensures that final action is completed on all reports within the statute of limitations.

As Unit Supervisor, ensures the accurate and efficient processing and retention of documents for a statewide program(s) in accordance with statutory requirements.

As Office Manager, develops, monitors, and revises budgets and accounts for staff salaries and expenses; supervises subordinate staff in the performance of their duties.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Functions, procedures, organization in governing law and regulations of the administrative unit involved.

Modern office practices, procedures, and equipment.

Working knowledge of the principles and practices of accounting.

Ability to:

Supervise the work of others.

Understand and carry out effectively complex oral and written directions.

Successfully meet administrative officers and the general public and to establish effective working relationships.

Est.: 7/1/81
Rev.:

T.C.:
Former Title(s):