

Classification Title: Administrative Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Supervises, plans and participates in clerical, administrative and program related activities for a division or program. Provides and oversees information to the general public or customers. Oversees a variety of administrative and clerical support services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
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.

#	Code	Essential Functions
1	S	Supervises clerical staff and ensures adequate training in order to provide services. Determines staff schedules and resolves any staffing issues. Oversees payroll and timesheet processing and performance reviews.
2	S	Responds to inquiries or questions from customers. Verifies transaction accuracy, initiates quality assurance reviews and oversees records maintenance and data entered into systems.
3	L	Reconciles transactions and claims and reports any discrepancies. Develops and presents regularly scheduled reports to supervisor. Works on special projects as assigned.
4	S	Inventories materials and supplies. Researches vendors or materials, compares prices and places orders. Ensures that ordered quantities are delivered and processes information for payment.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Two years of experience in clerical or administrative support work.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Additional certification requirements may be required for specific positions and may include the following: Notary Public, Division of Criminal Information Certificate.
Reading	Intermediate

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Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
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.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.