

CITY OF MILWAUKIE

CLASSIFICATION: ADMINISTRATIVE SUPERVISOR

Department: Community Development
Location: Johnson Creek Blvd.
EEO Category: 6- Office Clerical

Grade Number: 10(20)

FLSA: Exempt
Management, Supervisory Confidential Group

DESCRIPTION:

Performs a variety of supervisory, and complex administrative support activities to contribute to efficient office operations requiring a thorough understanding of department and City programs and procedures. This position provides administrative support to department heads and or major operational units. Assigns and reviews work of administrative staff. This position works under the supervision of a department director.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership through planning, organizing, directing and supervising all activities of the division to achieve goals within available resources related to administrative services for a department. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the division. Coordinates division activities.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the division budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Responds to inquiries both on the phone and in person including those from other City employees and the general public, providing them with desired information or referring them to appropriate staff.
5. Prepares and types legal documents, bulletins, memoranda, and other materials. Prepares and distributes legal notices with stipulated time requirements. Independently prepares correspondence. Types financial reports. Assists in preparing contract documents. Prepares and distributes board and commission packets. Proofreads for accuracy.
6. Procures and monitors supply inventories. Posts and maintains budget information. Prepares and maintains time reports, accounts payable, and a variety of reports for department. Enters and monitors purchase orders. Processes invoices.
7. Creates, updates and implements office procedures, programs and rules. Ensures efficient and effective office operations; develops ways to improve efficiencies as needed.
8. Prepares budget recommendation for area supervised. Compiles budget information for other areas.
9. Provides support services for department director, division managers and/or other operational areas.
10. Attends meetings both internal and external, representing the City and may take and transcribe

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minutes of proceedings.

11. Establishes positive working relationships both internally and externally with representatives of community organizations, other government agencies, City Council, City staff and the public.
12. Develops safe work habits and contributes to the safety of self, co-workers and the general public of the City.
13. Provides leadership and contributes to a positive team atmosphere at the City.
14. Has regular and punctual attendance.
15. Performs assigned duties during an emergency situation.
16. Performs other duties as required.

JOB SPECIFICATIONS:

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

a) Education and Work Experience

- i) Four (4) years of progressively responsible experience in the field of with at least two years of experience in a supervisory/management position ,and
- ii) A high school diploma or GED and some additional administrative professional coursework.

2. Necessary Knowledge, Skills and Abilities:

a) Knowledge of:

- i) Management and supervisory practices and principles.
- ii) Fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Office practices, procedures, and equipment and standard business English composition, spelling, grammar and punctuation.
- iv) Word processing, database, and spreadsheet software.

b) Skill to:

- i) Effectively supervise and motivate staff.
- ii) Operate office equipment and a variety of word processing and software applications.

c) Ability to:

- i) Prepare complex reports, correspondence and records.
- ii) Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency both short and long term.
- iii) Maintain the confidentiality of sensitive information and documents as appropriate.
- iv) Learn, apply and explain the City and departmental policies and procedures.
- v) Communicate effectively.
- vi) Work independently, prioritizing multiple tasks for self and others to meet deadlines while maintaining accuracy and attention to detail.

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- vii) Prepare and monitor department budget.
- viii) Analyze and evaluate division operations and develop and implement plans to improve the division's efficiency.
- ix) Prepare and analyze comprehensive and technical reports.
- x) Manage multiple projects often within tight timeframes.
- xi) Exercise sound judgment in evaluating situations quickly and objectively to recognize actual and potential conflict situations and to determine proper course of action.
- xii) Effectively lead and supervise staff including training, motivating and evaluating staff.
- xiii) Establish and maintain positive working relationships.
- xiv) Develop and lead a team, cultivate a team climate and work as a team member.
- xv) Perform the essential functions of the job.

3. Special Requirements

- a) Successfully pass the background checks and screening requirements of the City.
- b) Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

4. Tools and Equipment Used:

- a) All standard office equipment including but not limited to computer and printer, fax machine and copy machines; Computer software including MS based word-processing GIS applications, and spreadsheets.

5. Supervision:

- a) This position has full scope of supervisory responsibility over assigned staff.
- b) Operates under the general direction and supervision a department director.

6. Work Environment:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

- a) Work is performed mostly in office setting.
- b) May require occasional evening meeting.
- c) Responds at any hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 06/18/02
Adopted: 07/17/02
Revised: 11/30/04

Revised: September 3, 2008 (previously Office Supervisor)