

Office Supervisor

Skill Level: 6

FLSA Code: Non-exempt

IPEDS: 405

Job Purpose: Plans, supervises, schedules and monitors the functions of a unit's clerical support. and supervises the daily activities of the employees of the unit.

Position is primarily responsible for employee supervision and coordination of unit activities.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Plans, schedules, allocate and prioritize the workload to meet operating requirements of the unit.

Determines and/or revises procedures for unit operations as needed.

Supervises unit staff in the performance of duties and responsibilities.

Resolves work unit problems.

Monitors and tracks unit expenditures.

Creates contracts and/or invoices.

Interprets policies and procedures as they relate to unit operations.

Processes payments and refunds.

Maintains budgetary accounts and records.

Oversees purchase of unit materials and equipment.

Recommends hiring and/or discharge of employees.

Ensures reliability and accuracy of departmental computer databases/or paper files.

Assists in scheduling departmental meetings, conferences, presentations, and other business activities.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.

These functions may vary by institution.

Other duties as assigned.

Direction Received:

Works under general supervision with advice and guidance from supervisor for complex issues or exception to policy.

Direction Given:

Has responsibility for managing the work of non-exempt staff in unit.

Job Specifications:

1 year of post-high school level course work in office or business administration.
3 years progressively responsible office experience
OR
Associate degree with 1 year of responsible office experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of policies, practices, and procedures of office management.
Knowledge of supervisory principles, practices, and techniques.
Skill in using computer applications for word processing, spreadsheets, and databases in windows environment.
Skill in making mathematical computations.
Skills in using personal computers, copiers, fax machines, and other office equipment.
Ability to communicate effectively.
Ability to organize and prioritize multiple tasks.
Ability to work with diverse employees and customers.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	6	613221222

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.