



CLASSIFICATION NO. 092
Established: 12/80
Revised: 1/93, 12/07
Revised and Retitled: 8/15
FLSA: Exempt
EEO: 2

ADMINISTRATIVE SERVICES SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and supervise the administrative functions for a division or small department, including budgeting, accounting, management analysis and administrative support; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Supervisor is responsible for performing and coordinating a variety of administrative functions, such as budgeting, grant and contract administration, purchasing, and other general office administrative functions. Incumbents also assist in the administrative aspects of program planning, policy development, intergovernmental activities and public relations across all lines of business within the division.

The Administrative Services Supervisor differs from the Administrative Services Manager which has broad, department-wide responsibility over administrative functions, typically through subordinate supervisory staff. It also differs from the Office Manager, which oversees a large office support staff performing routine office and clerical functions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, coordinates and supervises administrative functions, including accounting, financial reporting, payroll, billing, personnel administration, risk management, information system administration, purchasing, facilities maintenance and clerical support; serves as liaison to other County departments with jurisdiction in these activities.
2. Prepares and administers division or department budgets; reviews, analyzes and makes recommendations on budget requests; prepares budget justifications and presents budget to the department or division director; monitors revenues and expenditures.
3. Prepares and administers division or department contracts for services and capital purchases; prepares requests for proposals; negotiates terms and conditions; monitors contracted services for legal, fiscal and program compliance.
4. Prepares grant applications and administers grant funds; researches available grant funds and programs; monitors expenditures and collects data to prepare regular grant reports; serves as liaison to granting agency.

5. Conducts research studies and prepares reports on management problems; gathers and analyzes information on time, space, personnel, equipment, material and cost of recommended solutions; develops and approves programs for the effective use of office space, furniture, equipment, forms and supplies.
6. Coordinates property acquisition and facility citing activities for division or department offices and citizen service locations; obtains appropriate permits and inspections to meet applicable local, state and federal building, safety and health codes and regulations.
7. Assists in the development and implementation of division or department policies; prepares and revises procedures, rules and manuals; analyzes legislation which may affect division or department activities; reviews division operations for compliance with statues, rules and regulations.
8. Hires and directs professional, technical and clerical staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
9. May act as liaison to government agencies and the public and participates in various internal and external committees regarding fiscal responsibilities and workplace issues; promotes division or department activities and responds to difficult problems and questions raised by the public, clients and staff.

REQUIRED KNOWLEDGE AND SKILLS

Through knowledge of: Principles and practices of public administration, including management analysis, organization design and budget, grant and contract administration and personnel management; government financing methods and funding sources; state and local government operating methods and procedures; techniques of public relations.

Skill to: Plan, organize and coordinate an administrative services program; formulate and evaluate policies and procedures; develop, evaluate and justify division or department budget requests and grant proposals; administer and control the distribution of funds according to approved budget or grant; compile and analyze data and develop recommendations; design, develop and implement systems and procedures for efficient department or division operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with elected officials, government agencies, County employees and the public; interpret and apply provisions of federal, state and local legislation, rules and regulations affecting the administration of division or department policies and programs; plan and direct the work of professional, technical and administrative support personnel.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which will include a national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 6/17