

CLASS SPECIFICATION
Administrative Supervisor I

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, supervises a small to moderate-sized staff performing administrative support duties such as payroll and timekeeping, unit purchasing and contract preparation and administration, records management and facilities maintenance coordination; in Police Bureau, serves as administrative support supervisor for a police precinct other than Central Precinct; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Administrative Supervisor I is responsible for supervising a staff of office support personnel and participating in providing complex and responsible administrative and office support functions requiring a thorough knowledge of City and bureau administrative procedures and precedents. Incumbents also perform difficult, diverse and confidential duties in support of bureau management personnel in their organizational units and with outside agencies and organizations.

An Administrative Supervisor I is distinguished from other secretarial and office support classes in that an incumbent of the former class is responsible both for supervising a group of office support staff and performing a variety of complex and difficult administrative support tasks in a branch or major department.

Administrative Supervisor I is distinguished from an Administrative Supervisor II in that incumbents in the latter class participate in and supervise technical and specialized bureau support functions, in addition to supervising a group of office support staff performing a variety of complex and difficult administrative support tasks in a branch or major department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; participates in developing and monitoring performance against the annual bureau budget;

supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Coordinates and schedules secretarial and office support staff assignments to ensure coverage for all key assignments including the front desk reception area; maintains an inventory of bureau supplies, standard forms, office equipment, computer hardware and software, furniture and other materials; participates in arranging and coordinating security requirements and services; coordinates the maintenance, inspection, procurement and replacement of office equipment and supplies; maintains vehicle and equipment inventory lists; oversees the ordering of office subscriptions and publications; coordinates the scheduling of conference and meeting rooms; monitors contractor and vendor compliance with City requirements.
5. Attends senior staff and other specialized meetings; prepares agendas and supporting materials, takes notes and prepares and distributes minutes to meeting participants; compiles and distributes hearing exhibit books; makes audio tapes of all hearings.
6. Tracks and types employee and other confidential reports, including performance planning appraisal reports, merit increase reviews, secondary employment contracts, disciplinary actions and related matters.
7. Researches and assembles information from a variety of sources for the preparation of records, reports and special projects; conducts special studies as requested and recommends organizational, procedural or other changes; drafts interagency agreements for supervisory review.
8. Provides secretarial and clerical support to designated bureau staff members; provides backup and assists other secretarial and office support staff in typing and/or drafting narrative

and statistical reports, memoranda, correspondence, charts and graphs, presentation materials, manuals, budget documents and other materials; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with City and bureau standards, policies and procedures.

9. Acts as computer services coordinator; troubleshoots and coordinates maintenance and repair of computer hardware; maintains bureau-specific database security and user access; trains employees on the use of bureau software; coordinates design, enhancement and/or implementation of computer applications with BIT staff to meet reporting requirements and improve work processes; coordinates telecommunications services and maintenance.
10. Assists and participates in the development of annual administrative and program budgets; prepares precinct budgets for presentation to the City Council; monitors budget expenditures and oversees all procurement card purchases; conducts cost and savings analyses; requests adjustments for incorrect billings.
11. Processes employee payroll actions and has final responsibility for accuracy and technical review of bureau payroll; supervises and monitors timekeeping and payroll activities to ensure compliance with City payroll regulations; calculates and processes final pays and special pays; initiates transactions for employee pay raises, acting out-of-class time, demotions and re-promotions; prepares proactive scheduling of payroll functions to meet City and bargaining unit timelines.
12. Manages bureau records management; manages the implementation and operation of electronic imaging records management programs and develops operating standards and procedures; monitors and audits data entry; coordinates archival of project documents upon project completion; performs records searches and works with bureau staff on claim documentation needs; researches and oversees the collection of data for public record and special requests by bureau staff; prepares records for storage; oversees and implements new filing systems.
13. Coordinates the maintenance and repair of bureau facilities and assigned vehicles; coordinates and participates in space planning and remodeling projects; coordinates with outside contractors and other bureau personnel to establish objectives and complete projects in accordance with bureau requirements.

OTHER DUTIES

1. Reviews, processes, completes and submits all Electronic Personnel Action Notices and maintains the EPAN user manual; manages position control as defined in City Code; monitors and assigns employee codes for each employee; implements complex classification, compensation and cost of living increase studies.
2. Coordinates the procurement and storage of ammunition; ensures all armory and weapons inventories are conducted.
3. Maintains and replenishes the bureau petty cash fund; reconciles precinct evidence fund; prepares monthly and special reports.
4. Serves as liaison to the Uniform Committee; coordinates procurement and disposal of uniforms and other officer equipment.
5. Provides on-call emergency operations support; arranges for food for officers on major call-outs.
6. Organizes and arranges retirement recognition and special events.
7. Serves on special City and bureau committees and task forces.
8. Provides administrative support to the Civil Service Board.
9. Coordinates the negotiation of building space leases.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures, including filing and record keeping.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. City organization, ordinances, rules, policies, and procedures relating to the administration of a City bureau.

4. City administrative procedures and forms for human resources, risk management, contracting, purchasing, inventory, accounts payable, budgeting, travel and training processes.
5. Computer hardware and standard and advanced uses of business software, including word processing, graphics, spreadsheet, database and other applications.
6. Customer service standards, policies, procedures and etiquette.
7. Facility and systems security procedures and equipment.
8. Research techniques, methods and procedures.
9. Basic methods and practices of facility layout, maintenance and repair.
10. Principles and practices of effective supervision.
11. City human resources policies and labor contract provisions; City timekeeping and payroll codes and reporting requirements.

Ability to:

1. Plan, supervise and coordinate the work of assigned staff.
2. Operate a computer and word processing software and other standard office equipment.
3. Type accurately at a speed necessary to meet the requirements of the position.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
6. Evaluate work processes and recommend and implement improvements.
7. Train others in work processes, procedures and technology.
8. Troubleshoot and resolve basic computer software and hardware problems.
9. Organize, research and maintain complex and extensive office files.
10. Compose correspondence from brief instructions.

11. Communicate clearly and effectively orally and in writing.
12. Prepare clear, accurate and concise records and reports.
13. Maintain sensitive and confidential information.
14. Learn and apply new information required to carry out assigned projects and meet bureau requirements.
15. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers.
16. Establish and maintain highly effective working relationships with bureau managers, staff, consultants, vendors, customers and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and five years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience. Experience in a government or public utility setting is highly desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

0920 Administrative Supervisor I Adopted: 07-01-92

Revised: April 20, 2005 – clarified this level for Admin Supv in Police precincts other than Central.

June 2009 - Change Job Class number from 7106 to 30000436, due to system change.