

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31221
Job Class Code:	020	Salary Schedule:	ASRRADSUP
EEO Category:	06	Grade:	14
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	03/22/86
Job Code Revised:	10/01/98	Effective Date:	10/01/98

JOB CODE SERIES: Office Operations Series

JOB CODE TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR I

HRIS TITLE: ADMV SUPP SPV I

CHARACTERISTICS OF THE CLASS: Typically reports to an Administrative Support Supervisor III. Has the authority to make intra-unit personnel decision, including hiring/firing, promoting, training, and disciplining; to make decisions regarding unit changes necessary to improve performance/productivity; to alter timetables to coordinate with other sections. Supervises and coordinates clerical and technical employees engaged in a variety of automated and manual activities which provide administrative support to a program or operations area. Work product consists of effective ongoing supervision of administrative support staff; timely and effective resolution of complex technical problems referred by staff; appropriate identification and resolution of unit personnel needs, including hiring/firing, training, etc. Responsible for overall supervision and coordination of administrative support employees within the immediate unit; for the overall quality of unit performance and productivity; for quality of data gathering/preparation of annual budget.

EXAMPLES OF DUTIES: Directly supervises administrative support activities (includes hiring/firing, promoting, training/cross-training and disciplining staff). Develops performance and productivity standards for the immediate unit. Plans, assigns, reviews and evaluates work. Develops/enhances, recommends and implements policies and procedures for unit. Applies and implements relevant program or operational rules and regulations to work unit. Coordinates the collections, summarization, analyzes and reviews data necessary for the preparation of management reports. Gathers and summarizes data for budget preparation. Resolves technical problems referred by subordinates. Coordinates work activities for the unit with other sections or divisions of the agency. Requisitions materials, supplies and equipment for work unit. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: fundamental administrative support activities including hiring/firing, promoting, training, and disciplining staff; performance and productivity standards; unit-specific technical problems sufficient to direct subordinates toward problem resolution; budget and report preparation for the immediate unit; the immediate unit sufficient to coordinate work activities with other sections or divisions of the agency.

Ability to: communicate verbally and in writing; diagnose the personnel needs of the unit and respond with the appropriate administrative action; develop performance and productivity standards appropriate to the unit; resolve technical problems beyond the capacity of subordinates; gather and prepare data for the annual budget; coordinate the unit's activities within the broad context of the entire agency.