

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV31222
Job Class Code:	020	Salary Schedule:	ASRRADSUP
EEO Category:	06	Grade:	16
Workers Comp Code:	8810		

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

JOB CODE SERIES: Office Operations Series

JOB CODE TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR II

HRIS TITLE: ADMV SUPP SPV II

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit or Section Manager. Authority to supervise directly or through subordinate supervisors administrative support activities (including hiring/firing, training, promoting, and disciplining); to make broad decisions in order to improve performance/productivity; to alter timetables to coordinate with other sections. No unusual work conditions. Supervises and coordinates, usually through subordinate supervisors and/or leads, clerical and technical employees engaged in a variety of automated and manual activities which provide administrative support to one or more programs or operations areas.

EXAMPLES OF DUTIES: Supervises directly or through subordinate supervisors, administrative support activities (including hiring/firing, promoting, training/cross-training, and disciplining staff). Develops performance and productivity standards for the work unit(s). Plans, assigns, and coordinates the flow of work between sub-units and with other sections or divisions of the agency. Develops/enhances, recommends and implements policies and procedures for the work unit(s). Interprets, applies and implements relevant program or operational rules and regulations to work activities. Coordinates the collection, summarization, analyzation and review of data necessary for the preparation of management reports. Gathers and summarizes data for budget preparation. Resolves the more complex technical problems referred by subordinate supervisors. Requisitions materials, supplies and equipment for work unit(s). Performs related work as required.

WORK RESULTS/PRODUCTS: Effective ongoing supervision of administrative support staff and subordinate supervisors; timely and effective resolution of complex technical problems referred by subordinates and/or subordinate supervisors; appropriate management of unit personnel needs, including hiring/firing, training, etc.

RESPONSIBILITY: for overall supervision and coordination of administrative support employees and subordinate supervisors within the unit; for the overall quality of unit performance and productivity; for quality of budget data gathering and preparation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: personnel functions sufficient to oversee subordinate supervisors, and take responsibility for hiring/firing, promoting, training, and disciplining staff. Knowledge of appropriate methods of developing performance and productivity standards. Knowledge of unit-specific technical problems sufficient to direct subordinates and subordinate supervisors toward problem resolution. Knowledge of budget and report preparation for the work unit(s). Knowledge of the immediate work unit(s) and other relevant units 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(s) and respond with the appropriate administrative action; develop performance and productivity standards appropriate to the unit(s); resolve the more complex technical problems referred by subordinates and/or subordinate supervisors; gather and prepare data for the annual budget; coordinate the activities of the work unit(s) within the broad context of the entire agency.