

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV31223
Job Class Code:	020	Salary Schedule:	ASRRADSUP
EEO Category:	06	Grade:	17
Workers Comp Code:	8810		

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

JOB CODE SERIES: Administrative Support Series

JOB CODE TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR III

HRIS TITLE: ADMV SUPP SPV III

CHARACTERISTICS OF THE CLASS: Typically reports to a Section or Division Head. Authority to supervise through subordinate Administrative Support Supervisors and a large clerical and technical staff; for the overall quality of unit performance and productivity for several sub-units; for quality of budget data gathering and preparation. No unusual work conditions. Supervises and coordinates through Administrative Support Supervisors, clerical and technical employees engaged in a variety of automated and manual activities which provide Administrative Support to several sub-units.

EXAMPLES OF DUTIES: Supervises through subordinate administrative support supervisors the daily activities of a large clerical and technical staff. Develops performance and productivity standards appropriate to several sub-units. Plans, assigns, and coordinates the flow of work between sub-units and with other sections or divisions of the agency. Reviews and supervises implementation of policies and procedures for several sub-units. Interprets and coordinates implementation of relevant program or operational rules and regulations among sub-units. Supervises the preparation of management reports. Supervises the preparation of management reports. Supervises the collection, summarization and analyzation of budget data; reviews and makes budget recommendations. Resolves the more complex administrative and technical problems referred by subordinate supervisors. Approves within established guidelines requisitions of subordinate supervisors. 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; appropriate coordination of work flow between sub-units and with other sections or divisions of the agency; appropriate management of unit personnel needs, including hiring/firing, training, etc.

RESPONSIBILITY: for overall supervision and coordination of Administrative Support Supervisors and a large clerical and technical staff; for the overall quality of unit performance and productivity for several sub-units; 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 of a large clerical and technical staff; the appropriate methods for developing performance and productivity standards; technical problems sufficient to direct subordinates and subordinate supervisors in several nits toward problem resolution; budget and report preparation for several units; units 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 and administrative needs of several units and respond with the appropriate administrative actions; develop performance and productivity standards appropriate to the subordinate units; resolve the more complex administrative and

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technical problems referred by subordinate supervisors; gather and prepare data for the annual budget; coordinate the flow of work between subordinate units and with other sections or divisions of the agency.