

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Office Supervisor I	CLASS. CODE: 0007
DEPARTMENT:	Various	FLSA: E
REPORTS TO:	Department Head	DATE: 7/1/2002

Job Summary:

Responsible for the supervision of office staff engaged in clerical processes, reporting systems, preparing complex reports, financial and cost records and preparation of budget. Completes projects and research assignments. Provides administrative support to supervisor, department, mayor and/or council.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Supervises subordinate clerical staff including planning, organizing, assigning and reviewing work, preparing performance appraisals, organizing, leading and/or participating in hiring process, training and providing discipline and guidance to staff.
2. Develops administrative budget, coordinates budget input and documents from all divisions for submission to Budget Office. Coordinates and prepares budget text, and assists with the preparation of presentation materials. Researches costs of potential budget items. Reviews monthly expenditures to ensure compliance with approved budget.
3. Takes calls from city, state and county agencies, the public, employees and/or the media of city/department issues, policies and rules. Provides information or refers to appropriate party; answers questions, diffuses complaints and communicates effectively with irate callers.
4. Maintains liaison with other organizational units providing support services such as data processing, accounting, purchasing, printing, personnel, general services and data center.
5. In coordination with the personnel office, initiates personnel actions required including separations, new positions, new hires, discipline, tracking subordinate improvement or deterioration, promotions, leaves, transfers, reclassifications, recruitment, and training.
6. Composes routine and non-routine correspondence and processes documents of a confidential nature.
7. Develops and implements policy, workload and training programs for assigned subordinate personnel in the clerical division. Provides leadership and resources to other department support staff as needed.
8. Assembles a variety of statistical data for use in project or management reports, specifications, or policy modifications.
9. Prepares materials for council, board or other meetings. Consults and coordinates with department staff to clarify issues related to document preparation.
10. Provides administrative support such as scheduling appointments and meeting rooms, document preparation, file management and taking meeting minutes.
11. Processes department invoices including verifying accuracy and tracking payments made. Prepares purchase orders and purchase requisitions.
12. Makes travel and lodging reservations when necessary.
13. Serves as liaison between Council, City Departments and the public on matters relating to Council meetings, agendas and schedules.

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Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Maintains an overview of department website to ensure information is current and standards are met.
3. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Multi-line telephone
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in a related field; and, Three (3) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Financial accounting, city governing process, computer software programs, office management and administration and personnel management.
- Contemporary office practices and procedures and various office software products.

Ability to:

- Organize, assemble and utilize statistical, financial or other information.
- Organize work and meet deadlines.
- Communicate effectively orally and in writing to a wide range of individuals.
- Operate a computer and a variety of contemporary office equipment.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.