

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Office Supervisor II	CLASS. CODE: 0008
DEPARTMENT:	Various	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

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**Job Summary:**

Responsible for the management of centralized communications or general business processing operations, clerical and technical record-keeping services and in providing research, analysis and recommendations concerning a variety of organizational and procedural problems throughout the department.

**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, participating in hiring process, training and providing discipline and guidance to staff.
2. Provides quality control for all accounting functions for assigned divisions. Manages the procurement and payment of materials and services and capital outlay budgets.
3. Acts as the purchasing agent for assigned divisions. Researches, analyzes, assesses needs and orders all equipment and capital outlay needs.
4. Provides office management for assigned divisions including providing leadership, analyzing, planning and obtaining all elements necessary to assure the office functions of the department are met. Develops work standards and procedures for assigned support staff.
5. Plans, assembles and monitors the department budget. Evaluates, plans and budgets for the goods and services needs of the Support Services Unit. Compiles budget re-appropriation and carryover information for budgets.
6. Maintains liaison with other organizational units providing support services such as data processing, accounting, purchasing, printing, and personnel. Manages the flow of information to and from the department.
7. Supervise and monitor dispatch personnel for construction inspectors and survey crew.
8. Conducts record management functions for the department including planning, managing, coordinating and exercising signature authority.
9. Manages fixed asset inventory and accounting for multiple divisions. Maintains control of and disposal record-keeping of all fixed assets.
10. Composes routine and non-routine correspondence and types documents of a confidential nature.
11. Assembles a variety of statistical data for use in project or management reports, specifications, or policy modifications. Conducts complex research on various operational processes.

**Important Job Functions**

1. Completes special projects and committee assignments as assigned by supervisor.
2. Manages the capital improvements project support tasks and the hazardous materials inventory for assigned divisions.
12. Coordinates travel arrangements and reviews the training and travel arrangements made by support staff.
3. Coordinates training broadcasts for programs offered to department employees. Manages the setup of equipment, prepares program schedules and administers

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certification tests.

4. Attends meetings and various training seminars and conferences as required.
5. 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 business administration or a related field; and,

Five (5) 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.
- Principles and techniques of supervision.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Organize, assemble and utilize statistical, financial or other information.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Use modern office equipment, including personal computers.
- Demonstrate skills in word processing, data entry and spreadsheet software.
- 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 individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

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

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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.