

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## CLASS TITLE: SUPERVISOR – ADMINISTRATIVE SERVICES

### BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and direct office operations and activities in support of an assigned department; coordinate and direct personnel functions and/or fiscal activities to assure smooth and efficient running of office operations; train and evaluate the performance of assigned personnel.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

Organize and direct office operations and activities in support of an assigned department; establish and maintain office time lines and priorities; assure office activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Coordinate and direct personnel functions and/or fiscal activities to assure smooth and efficient running of office operations; collaborate with administrators, personnel and outside agencies in the development and implementation of office projects, goals, objectives, services and activities; monitor progress of projects.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Organize and direct fiscal operations and activities to meet the needs of assigned office as directed; oversee the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; assure accurate accounting of funds including income and expenditures; direct activities to assure proper collection of revenue and disbursement of payments.

Coordinate communications between administrators, personnel, governmental agencies, school districts, outside organizations and the public to assure smooth and efficient office activities; assure proper and timely resolution of issues and problems related to office programs and functions.

Coordinate and direct office operations to assure accurate and timely completion of clerical activities and meet department and office needs as assigned; oversee the preparation and distribution of correspondence, agenda items and informational materials related to assigned functions; review office documents to assure compliance with established standards and requirements.

Assure adequate resources and personnel levels to meet office and department needs; coordinate personnel transactions such as employee recruitment functions, interviews and transfers as appropriate; coordinate the purchase of supplies, equipment and services as necessary; arrange for equipment maintenance and repairs as needed.

Provide consultation to administrators, personnel, outside agencies and the public concerning

office operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, requirements, policies and procedures.

Plan, organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned; review and analyze financial statements, records and reports to assure accuracy and completeness.

Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to programs, projects, accounts, personnel, financial activity, budgets and assigned duties; oversee the processing of forms and applications.

Provide technical information and assistance to administrators concerning office activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Operate a variety of office equipment including a computer and assigned software; oversee automated record-keeping and reporting functions related to assigned office and functions.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning assigned office and department operations and activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of office operations and activities in support of an assigned department.

Personnel functions and/or fiscal activities related to assigned department and functions.

Applicable laws, codes, regulations, policies and procedures.

General practices and procedures involved in the review, evaluation, maintenance and adjustment of funds, budgets and accounts.

Policies and objectives of assigned programs and activities.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

Record-keeping techniques.

Business letter and report writing, editing and proofreading.

Basic public relations techniques.

ABILITY TO:

- Organize and direct office operations and activities in support of an assigned department.
- Coordinate and direct personnel functions and/or fiscal activities to assure smooth and efficient running of office operations.
- Train and evaluate the performance of assigned personnel.
- Establish and maintain time lines and priorities.
- Collaborate with administrators, personnel and outside agencies in the development and implementation of office projects, goals, objectives, services and activities.
- Assure adequate resources and personnel levels to meet department and office needs.
- Oversee the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
- Organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in secretarial science or related field and three years of increasingly responsible secretarial or administrative assistant experience.

**WORKING CONDITIONS:**

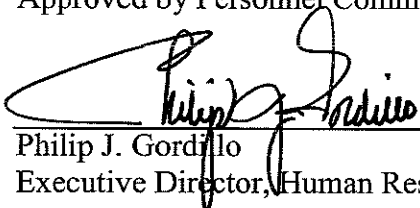
**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Approved by Personnel Commission: June 23, 2011

  
 Philip J. Gordillo  
 Executive Director, Human Resources

7/01/11  
 Date