

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Administrative Supervisor

Department: Varies
Pay Grade: 510
FLSA Status: Non-Exempt
Job Code: Z075

JOB SUMMARY

The purpose of this classification is to supervise and provide administrative and clerical support to a department or division. The primary responsibility of an employee in this classification is to ensure and coordinate high quality administrative support services for a department, its staff and customers.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, trains, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; plans daily workload; monitors work products and productivity; makes changes to daily priorities and processes as needed.
- Coordinates and provides administrative/clerical support for an assigned department/division; processes a variety of documentation associated with department/division operations within designated timeframes and per established procedures; works with and provides guidance and assistance to administrative/clerical staff assigned to divisions or work units within the department to ensure uniform and cooperative work efforts.
- Processes documentation pertaining to personnel/payroll functions; reviews timesheets for accuracy and researches discrepancies; processes personnel action forms, performance appraisals and job vacancy postings to be sent to Human Resources; maintains attendance records, personnel/payroll files, employee rosters, and related records; works with Human Resources to process new hire, termination, and promotion paperwork.
- Prepares, monitors, and balances departmental annual operating budget; processes documentation pertaining to budget or general financial management; enters budget data into computer; monitors expenditures to ensure compliance with approved budget;

prepares bank deposits; coordinates internal accounting activities; maintains current balances for general ledger accounts; establishes and monitors registration account fees and administrative account fees; balances funds between revenue and non-revenue producing program accounts; prepares budget transfers and amendments.

- Oversees purchasing, accounts payable, and accounts receivable associated with a department; processes documentation pertaining to purchasing and accounts payable; may enter requisition information into the system; obtains price quotes for potential purchases; prepares purchase orders and enters purchasing data into computer; reviews invoices, requisitions, or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, authorizes payments or obtains necessary signatures, and forwards for payment; maintains files and records; creates invoices and forms; posts billing data to customer accounts; responds to billing inquiries; serves as a liaison between Purchasing and the department/division.
- Performs customer service functions in person, by telephone, or by mail; provides information or assistance regarding department/division services, activities, forms, procedures, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions/complaints, researches problems, and initiates problem resolution; refers complaints/problems to appropriate personnel
- Coordinates arrangements for various meetings: notifies participants of scheduled meetings; prepares meeting notices, agendas, and meeting packets; coordinates room reservations, setup, refreshments, and equipment required for meetings; attends meetings; records and/or transcribes meeting minutes; distributes documentation; maintains records.
- Coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for executives or other staff.
- Ensures division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Maintains file system of various files/records for the assigned area including electronic files; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; determines which documents should be scanned, shredded, or destroyed and conducts records maintenance activities in compliance with guidelines governing record retention.
- Serves as liaison between the assigned department and other departments/divisions, staff members, City officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information; interacts with various officials and dignitaries involving sensitive client relations; conveys information among division/department personnel; circulates documentation to appropriate departments.
- Processes forms/applications relating to department services, such as licenses, registration, facility usage, program enrollment, employment, funding, or other purposes; distributes application forms and provides information; accepts fees/deposits and processes completed applications; issues permits as appropriate; publishes advertisements for meetings, hearings, notices, or other activities.
- Receives various forms, reports, correspondence, logs, time sheets, attendance records, applications, invoices, check requests, purchase orders, purchase requisitions, personnel

forms, budget documents, contracts, work orders, vehicle maintenance reports, legal documents, court documents, investigative reports, newsletters, audio tapes, policies, procedures, manuals, catalogs, maps, handbooks, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

- Operates a personal computer, scanner, telephone, shredder, general office equipment, or other equipment as necessary to complete essential functions; uses Microsoft Office to produce letters, memos, spreadsheets, presentations and maintain databases; uses Microsoft Outlook for email and meeting invites; maintains Outlook calendar; uses other computer programs as necessary; provides training and/or technical support for other system users; troubleshoots computer problems and performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner.
- Manages the inventory of department supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies; maintains department budget for purchases.
- Communicates with supervisor, employees, volunteers, other departments, City officials, other municipalities, government agencies, attorneys, engineers, contractors, vendors, sales representatives, customers, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains confidentiality of departmental documentation and issues.
- Maintains and monitors petty cash fund.
- Performs notarization of documents as needed.
- Provides assistance or backup coverage to other employees or departments as needed.
- Performs other related duties as required.

Police

- Reviews and complies with the requirements of the GA open records act and UCR/NIBRS reporting requirements.
- Creates standardized reports and compiles and prepares records for dissemination as requested by the public and the courts.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; supplemented by five (5) years of experience in business administration, office administration, or a related field, previous supervisory experience is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- May be required to possess and maintain a Notary Public License.
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to accurately type 40 words per minute and have experience with Microsoft Word, Excel, and Outlook.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret written and verbal instructions; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.