

JOB DESCRIPTION
JOB TITLE: Administrative Supervisor

DEPARTMENT: Resource Management

I. POSITION PURPOSE

Supervises administrative support staff in assigned Agency offices. Provides administrative training as needed. Assists with the Agencies management and distribution of policies, procedures, and forms. Performs the following duties directly or through subordinates.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Supervises assigned administrative staff within the Agency.

Ensures staff received required initial and recurring training to facilitate their capability to meet the duties and responsibilities as identified in their job description.

Routinely coordinates with senior office staff to receive feedback on the work performance of administrative staff assigned to the office and determine any areas requiring improvement.

Conducts evaluation requirements per agency policies and procedures for staff assigned to their supervision.

Meets with administrative staff, either individually or by group, approximately once per month. Telephone supervision will take place on a week basis (minimum).

Reviews requests for tasks outside the scope of administrative office staff and directs appropriate actions.

Ensures required postings (licenses, mission statement, evacuation routes, occupancy permits, etc.) are up to date and appropriately displayed.

Responsible for Agency office fire drills and After-Action Reports.

Ensures Tornado Plan has ben completed an on file at Agency offices.

Ensures Agency offices are in compliance with internal policies and procedures and external regulations, licensure requirements and accreditation standards.

Refrains from assuming any duty that interferes with the responsibilities of the position.

Provides regular supervision and professional development of Agency employees.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

SUPERVISION:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises employees as denoted on the Agency Organizational Chart in accordance with federal, state and/or COA requirements.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree preferred, High School/G.E.D. diploma required with two years of experience in administrative duties or the equivalent. Supervisor experience preferred.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Supervises administrative staff.

Employee Printed Name

Date

Employee Signature