

ADMINISTRATIVE SERVICES SUPERVISOR

DESCRIPTION

Manages and ensures the effective day-to-day operation of the supporting departments located in Administrative Services, including duplicating, the mailroom and PBX. Supervises, hires, trains and evaluates all staff employed in these departments. Provides administrative support for the Vice President of Administrative Services.

SUPERVISION EXERCISED AND RECEIVED

General Supervision is provided by the Vice President of Administrative Services.

Supervision exercised over various classified personnel in the mailroom, duplicating and PBX offices. May provide direction to lower level clerical and administrative staff in Administrative Services.

EXAMPLES OF DUTIES

Ensures timely and effective day-to-day operations of the duplicating center, mailroom and PBX office.

Supervises, hires, trains and evaluates the staffs of the duplicating center, mailroom and PBX office. This includes six full-time employees, three part-time employees and fourteen student workers.

Administers the annual budget for the duplicating center, mailroom and PBX office.

Supervises fiscal and operational controls of the duplicating center, mailroom and PBX office.

Makes recommendations regarding revisions to policies, procedures and staffing of supervised areas.

Interviews and communicates with prospective vendors for major purchases, supplies and repairs.

Manages the District's paper supply in regards to the duplicating center.

Ensures enforcement of the copyright policies. Updates and maintains copyright policies with legal counsel advice.

EXAMPLES OF DUTIES (continued)

Provides direction to other secretaries and clerical staff in Administrative Services.

Administers and maintains the college's Board Policies and Administrative Regulations.

Supervises and administers the rental of all college facilities by external organizations.

Prepares written reports for County Office of Education and State Chancellor's Office including preparation of Board Reports.

Greets and screens telephone calls, students, faculty, staff and the public and responds to questions, requests, and complaints in a sensitive and cooperative manner; maintains harmonious operating conditions in a service-oriented environment serving a multicultural and multiethnic population.

Maintains calendar and schedules meetings for the Vice President of Administrative Services.

Acts as college contact for Conflict of Interest statements dealing with Board of Supervisors, Board Members and Administration.

Prepares and monitors annual Membership Report for Board of Trustees.

Prepares and updates Emergency Telephone Communication Tree.

Organizes workshops and conferences when necessary.

QUALIFICATIONS

Knowledge of:

Principles of basic training and supervision.

Public relations, principles and techniques.

Office practices and procedures used in performing complex secretarial tasks with speed and accuracy.

Proper English usage including grammar, vocabulary, spelling and punctuation.

Word processing, spreadsheet, database and presentation computer software. Assignment may require knowledge of additional software applications.

QUALIFICATIONS (continued)

Effective oral and written communication.

Ability to:

Effectively supervise personnel in multiple departments.

Perform complex and difficult secretarial duties independently; be highly organized and able to anticipate the need for information in order to respond to requests and complete correspondence.

Learn District policies, procedures, regulations, and special programs to apply them with good judgment.

Use tact and discretion in a diverse multicultural and multiethnic public service environment.

Analyze situations accurately and use judgment when referring problems.

Compose effective correspondence independently.

Review, edit and proofread written documents for grammar, completeness and accuracy.

Compile and maintain accurate records and write clear, concise reports.

Establish and maintain a variety of confidential and complex interrelated files and records.

Type at a corrected speed of 50 wpm; Take dictation at a speed of 80 wpm with translation.

Effectively use a variety of computer software applications. Operate a variety of standard office equipment.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Seven years of senior-level administrative assistant experience, which includes four years of work experience supervising personnel in multiple departments, plus the equivalent of two years of course work in business or a related field.

EMPLOYMENT STANDARDS (continued)

Desirable Qualifications:

Graduation from a two-year or four-year college may be substituted for the administrative assistant experience on a year-for-year basis.