



Supervisor I

Supervisor II

Class code: 01350, 01351

Employee Group: Management/Confidential

FLSA: Exempt/Non-Exempt

Salary Band: 3 or 4 (depending on assigned points)

I. Position Summary

Plans, organizes, and supervises functions within a department and performs various administrative and supervisory functions, including budgeting, payroll, purchasing, personnel, office management, and related activities for department operations.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Assigns, supervises, coordinates, schedules and evaluates the work of assigned staff; plans and organizes workloads and staff assignments; advises, assists, and trains subordinates as necessary; conducts performance evaluations and makes recommendations regarding the transfer, promotion, or termination of subordinate staff; may recommend and implement approved disciplinary actions as warranted; may perform personnel administration functions.
- Assists in the development and preparation of the budget for assigned activities; monitors budget, expenditures, billings, and the receipt and transmittal of department funds. May oversee and perform purchasing, accounting, and inventory control functions. Performs the most complex tasks requiring detailed analysis and expertise in the area of assignment.
- Supervises the preparation of, or prepares, correspondence, files, reports, and other written documentation; may review and process documents. Establishes, maintains, and updates detailed records, files, lists, and logs.
- Develops, recommends, and implements policies, procedures, and office systems. May monitor the maintenance of buildings and equipment and organize office space and storage areas. May serve as safety officer and monitor safety procedures as required.
- May provide administrative and confidential support to the department director or other managerial staff. May serve as staff to major boards and commissions; arrange meetings; prepare agendas and supporting materials; take and transcribe minutes and prepare reports.
- Acts a liaison with other departments and outside agencies to coordinate activities; provides detailed and/or technical information and assistance to staff, officials, organizations, and the public regarding department operations and policies.
- Remains current on legislation, legal requirements, and ordinances affecting unit operations and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements.
- Resolves, or supervises the resolution of, inquiries, problems, complaints, or emergencies affecting availability or quality of services.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.

- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of the functions and procedures of a specific department and general knowledge of County-wide departmental functions and procedures.
- Thorough knowledge of office practices, procedures, and related equipment.
- Thorough knowledge of and ability to use business English, including composition, spelling, grammar, punctuation, and letter format.
- Knowledge of supervisory and office administration principles and practices including planning, budgeting, direction, coordination, and evaluation.
- Knowledge of basic accounting and budgeting principles and practices.
- Knowledge of basic math, including the ability to add, subtract, multiply, and divide accurately.
- Knowledge of and ability to interpret and apply County/department policies and procedures and legal requirements applicable to area of assignment.
- Excellent oral communications skills to explain policies and procedures and to work effectively with other employees, agencies, and the general public using courtesy, tact, and good judgement.
- Skill in operating standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator, and photocopier.
- Ability to assign, supervise, and evaluate the work of subordinates.
- Ability to organize and oversee varied office operations, including monitoring budgets and funding, work schedules, and progress reviews.
- Ability to establish and maintain accurate and effective record keeping and information systems. Ability to analyze and make decisions and judgements relating to area of responsibility.
- Ability to coordinate the preparation of and prepare effective written reports, correspondence, memoranda, and other written documents.
- Ability to take shorthand may be required for specific positions.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Associate's degree in business, office administration, or in relevant field of assignment AND one year experience in the area of assignment AND an additional year of administration, program coordination, or budgeting experience AND one year of experience supervising or leading employees in an official capacity; OR
- any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

- Valid Oregon State Driver's License with an acceptable driving record required for some positions; some positions require an Oregon Class "B" Commercial Driver's License.
- Professional licenses, accreditations, or certificates may be required for specific positions.
- Notary Public may be required for some positions.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

The physical demands and/or working conditions depend on the nature of the program in which the position exists.

Positions require maintaining effective audio-visual discrimination and perception needed for making observations and communicating with others; sufficient hand/eye coordination and dexterity in the use of fingers, limbs, or body to perform semi-skilled repetitive movements such as typing, filing, data entry, and use of office supplies or equipment such as computers, calculators, and ten-key adding machine; visual perception and discrimination; and, ability to communicate orally. Sensory requirements include color, sound, odor, and texture.

Some positions require the ability to exert moderate to a considerable amount of physical effort involving climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing (including the ability to clearly distinguish, identify, and perceive forms and color), frequently lifting, carrying, pushing, pulling or otherwise moving objects in performance of manual labor, walking over rugged terrain and on steep slopes, and repetitive motions. Other positions require the ability to work in an office environment and to exert a small amount of physical effort in sedentary to light work involving moving from one area to another and may require some climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, and seeing.

Additionally, positions may require some or all of the following abilities – to work around electrical currents and/or hazardous materials in a safe manner; sufficient strength and coordination for restraining and/or carrying the weight of adults and defending one's self from attack; to think and act quickly in emergencies; effectively deal with personal danger; operate a variety of shop and hand tools in which manipulative skills and hand-eye coordination are important for safety and/or productive operations; operate gasoline, electric or diesel-power equipment and machinery and vehicles involving manipulation of multiple controls; operate construction equipment and automobile vehicles; driving and travel; and/or exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects.

Working Environments

The working environments depend on the nature of the program in which the position exists.

In some positions, work may be conducted in the outdoors or in a noisy, crowded area, with exposure to uncomfortable physical conditions or adverse environmental or weather conditions such as heat, cold, extreme temperatures, rain, snow, sleet, wetness, odors and/or smoke, noise, oils hot oil, inks, asphalt, traffic hazards, vehicle fumes, strong and/or toxic chemicals, solvents, grease, paint, electrical currents, dust and pollen, blood borne pathogens, biohazards noxious plants, wildlife, and animals. In some positions, work is performed in an office environment. Some positions may work various shifts that may include nights, weekends, and holidays.

All positions may include exposure to angry, hostile, and disruptive people and communicable illnesses and diseases.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 1/19