



Supervisor III

Supervisor IV

Supervisor V

Class code: 1352, 1353, 1354

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 5, 6 or 7 (depending on assigned points)

I. Position Summary

Plans, organizes, and supervises specialized and technical functions for a department, requiring advanced technical expertise in the area of assignment. Performs various administrative and supervisory functions, including budgeting, payroll, purchasing, personnel, office management, and related activities to support department operations. Assist in the development of division/program goals, objectives, policies, and procedures.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Provides program direction and oversight, performs planning functions to achieve goals, prepares necessary work or service contracts, supervises day-to-day activities, and conducts technical review and analysis of program operations to assure compliance with established operating procedures, standards, and legal requirements.
- 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 or perform purchasing, accounting, and inventory control functions; recommend purchases for specialized equipment needs. Analyzes and recommends improvements to existing facilities, equipment, data processing resources, and operating systems of the department.
- Supervises the preparation of written documentation and the processing of forms assuring compliance with procedures and accurate records of activities. Directs the development and maintenance of systems and detailed records, files, and logs.
- Performs the most complex and technical tasks for assigned program, requiring detailed analysis and technical expertise in the area of assignment and independent judgment to complete assignments.
- Assists in the development and implementation of division, department and/or program goals, objectives, procedures, and short and long-range plans. Develops, recommends and implements policies, procedures, and office systems.
- Acts as key 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/program 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.

- Directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Responds to the most sensitive, technical, or complex inquiries or service complaints.
- 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

- Comprehensive knowledge of the functions and procedures of a specific department and general knowledge of the County-wide departmental functions and procedures.
- Thorough knowledge of and ability to interpret and apply County/department policies and procedures and legal requirements applicable to area of assignment.
- Thorough knowledge of supervisory and office administration principles and practices including planning, budgeting, direction, coordination, and evaluation.
- 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 the fundamental principles and modern practices of administration, including those related to management, personnel, and general budgetary, accounting, and fiscal practices.
- 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 judgment.
- Skill in operating standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator, and photocopier.
- Ability to perform planning and budgeting functions and to assist in the development of departmental goals and objectives.
- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
- Ability to organize and oversee work programs, including monitoring budgets and funding, work schedules, and progress reviews.
- Ability to establish and maintain accurate and effective record keeping and information systems and accurate records of assigned activities and operations.
- Ability to analyze and make decisions and judgments relating to area of responsibility.
- Ability to supervise the preparation of effective written reports, correspondence, memoranda, and other written documents.

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

Education and Experience

- Bachelor's degree in business, office administration, or in relevant field of assignment AND three years experience in the area of assignment AND an additional two years of administration, program coordination, or budgeting experience AND one year 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, and 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.

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