

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: OFFICE SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and direct the secretarial, clerical and functional operations within an assigned department or office; perform a wide variety of responsible and complex administrative, secretarial and clerical duties for a department or office.

REPRESENTATIVE DUTIES:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for secretarial and clerical support; implement policies and procedures. *E*

Plan, prioritize, assign and review the work of secretarial and clerical staff. *E*

Evaluate operations and activities of assigned function; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in work flow, procedures and the use of office equipment. *E*

Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise forms and report formats, as well as report preparation procedures. *E*

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures and budget accounts. *E*

Participate and assist in the administration of the office to which assigned; research, compile, analyze and summarize data for special projects, programs and various comprehensive reports; prepare or direct the preparation of annual, quarterly or administrative reports; prepare minutes of meetings; direct the ordering and storage of supplies. *E*

Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; receive and route mail. *E*

Type and proofread a wide variety of reports, letters, memoranda and statistical charts; type from rough draft, verbal instructions or transcribing machine recordings; independently compose correspondence related to assigned responsibilities. *E*

Assist in coordinating activities among departments or offices; coordinate the flow of paperwork between departments and offices. *E*

Process paperwork for personnel actions including new hires, terminations and promotions; coordinate the recruitment process with the personnel office; monitor performance evaluation dates

and provide appropriate forms to staff. *E*

Maintain calendars of department or office activities, meetings and various events; coordinate activities with other departments, offices, students, the public and outside agencies. *E*

Organize and maintain computer disk storage and filing; organize and maintain complex technical filing systems. *E*

Reconcile the cash registers for both sale point and the bookstore; prepare deposits and submit to appropriate office; bill various companies and track billings to assure receipt and payment. *E*

Participate in the selection of staff; provide and coordinate staff training.

Attend staff and campus committee meetings as necessary; take minutes of meetings attended and transcribe as assigned.

Prepare, proofread and update class schedules as needed.

Exercise functional and technical supervision over clerical staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of training and providing work direction.

Basic principles and practices of fiscal, statistical and administrative research and report preparation.

Modern office procedures, methods and computer equipment.

Business letter writing and report preparation.

Department or office policies and procedures.

Procedures of financial record-keeping and reporting.

Basic budgeting procedures and techniques.

Correct English usage, spelling, grammar and punctuation.

Basic math.

ABILITY TO:

Organize and direct the work and staff of a clerical support unit.

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the district and of outside agencies as necessary to assume assigned responsibilities.

Provide work direction and guidance to assigned staff.

Interpret and apply administrative and departmental policies and procedures.

Independently prepare correspondence and memoranda.

Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative

reports.

Compile data and maintain complex records and prepare reports.

Operate a computer and related peripheral equipment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training in secretarial or office administration and five years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>3</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>4</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.