



JOB DESCRIPTION

<i>Title</i>	Senior Administrative Supervisor	<i>Created</i>	Sept 2019
<i>Department</i>	County Manager	<i>Revised</i>	
<i>Job Class</i>	M 5	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Provide administrative confidential support to County Manager and Assistant County Manager as directed. Supervise and coordinate the administrative duties related to department function.

Essential Functions

- Provides support and input to the Management Team, supervises administrative staff and collaborate with County Manager and Assistant County Manager.
- Supervise assigned administrative and casual staff to include preparing and administering performance evaluations, recommending new hires, recommending appropriate disciplinary action up to and including termination, provide necessary training and orientation and assign and review work of staff. Develop work schedules and approve vacation requests.
- Serve as member of management team; provide input and data for budget preparation and department policy and procedures.
- Assist staff in establishing programs and achieving their objectives.
- Develop, implement and evaluate office procedures and work flow process for the County Manager's office to improve efficiency and continuity of the office operations. Provide input and data for department policy and procedures.
- Supervise all financial record keeping and accounting for the department. Includes reviewing budget accounts during the year to compare expenditures with allocations and resolve discrepancies. Provides budget information to the County Manager and Assistant County Manager.
- Design and maintain filing and indexing systems for office files. This includes not only active files, but also archived files. Ensure storage/removal/purging of records complies with public records retention laws.
- Record and index various documents in the county's electronic recording database, including Board proceedings, contracts, ordinances, and legal opinions.
- Monitor suspense items, e.g. leases, contracts, Code of Ordinances, insurance coverage, committee vacancies, etc., for due dates.



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- Attend public meetings and work sessions of governing body to act as Clerk of the Board and in that capacity take and compose minutes from those meetings as directed. Record all official actions of the legislative body.
 - Assist with compiling and composing County Commission and various other public bodies meeting agendas and packets ensuring compliance to policy and legal requirements and deadlines.
 - Review all county contracts for completeness. Ensure compliance with Board policy and contract review procedures. Perform follow-up duties for signed agreements as well as incomplete contracts. Monitors time lines and ensures compliance.
 - Perform accounts payable/receivable function for the County Manager and Board of Commissioners, e.g. make deposits, process invoices, track contractor expenses, research bill discrepancies, and review end of month expense reports.
 - Research and compile data from a variety of sources and prepare summary reports as requested regarding policy formulation, agendas, budgets, board of commissioners' summaries and other items of similar complexity. Assist County Manager with Special Projects. This involves frequent contact with other county departments, contractors, government officials and the public.
 - Compose and/or type a variety of documents, such as spreadsheets, letters, memos, reports, minutes, agendas, charts, tables, ordinances, public meetings calendar.
 - Answer telephone, greet visitors and perform other routine office functions as workload and staffing levels dictate. Maintain work areas in a clean and orderly manner.
 - Follow all safety rules and procedures established for work areas.

Mandatory Qualifications

Advanced knowledge of principles of accounting, office management and procedures, supervisory principles. Knowledge of word processing software and computer databases. Education equivalent to high school plus additional specialized training in areas related to job duties. At least four years of experience performing similar duties, or any satisfactory combination of experience and training.

Desired Qualifications

Some college level or specialized courses in business management, accounting or other related field is desirable. Previous experience in positions involving significant public contact and/or work in a public sector organization. Knowledge of specific computer software utilized by the county is desirable.



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Physical Demands

Physical demands of position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds.

Working Conditions

Usual office working environment.

Supervisory Responsibility

Supervises between one to three personnel.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.