

# ADMINISTRATIVE SUPERVISOR



## **Description:**

Under general direction, supervises a staff providing general administrative support for an assigned department, conducts special studies and prepares and monitors a departmental budget; performs related duties as required.

## **Distinguishing Characteristics:**

This class is characterized by responsibility to supervise a medium to large staff that includes primarily para-professional and clerical staff. Incumbents are also responsible for special administrative assignments and make procedural recommendations to department managers.

Depending on assignment, this position reports to management level positions within the Fire Department

## **Duties may include, but are not limited to:**

1. Supervises the work of assigned staff; evaluates work performance, prepares and signs performance evaluations; participates in personnel decisions including hiring and disciplinary actions and assists in resolving employee grievances; approves leave requests.
2. Prepares initial budgets; develops justifications for budget recommendations; monitors budget performance to ensure objectives are met; recommends corrective action on budget variances; controls specific departmental purchases and expenditures; reviews and analyzes financial data on an on-going basis to assure conformance with established guidelines; prepares financial sections of grants, policy items and board items; recommends and establishes general fiscal procedures to improve department operations based on cost/benefit studies; provides financial information to various departments upon request.
3. Plans and conducts studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staff patterns, work flow, space utilization, affirmative action, training plans and information systems; develops reports and recommendations for appropriate action based on an analysis of gathered data.
4. Recommends and establishes contract forms and procedures; develops and processes bid proposals and agreements, interprets contract terms and monitors adherence to same; recommends solutions to contractual problems.
5. Develops and recommends various policies and procedures upon request; develops written procedures to implement adopted policy or to clarify and describe standard practices; designs or improves forms to expedite procedures and coordinate the publication and dissemination of forms.
6. Participates in various meetings and present requested and independently gathered data to assist management in making administrative and operational decisions.

7. Plans, organizes, schedules and assigns the day to day clerical support operations of the office; establishes work sequence, priorities, deadlines, and work standards; estimates supply, staff and equipment requirements.
8. Identifies training needs and plans training programs; may develop training curricula and prepare training materials.
9. Reviews work products prepared and processed by unit/section for accuracy and compliance with County policy.
10. Assists in developing, revising and implementing new or revised procedures, forms and office systems; coordinates clerical services with other departmental operations.
11. Maintains records of workload and personnel information; prepares operational, narrative and statistical reports.
12. May prepare and process a variety of grant program reports, audits, inventories, records, correspondence and other grant related documents.
13. May research availability and requirements for grants; prepare grant applications and all subsequent follow-up documentation; recommend and monitor procedures for grant implementation.
14. Reviews present and pending legislation to determine effect on departmental organizations and presents recommendations in verbal or written form.
15. Prepares a variety of reports, records, correspondence and other documents.
16. Provides vacation or temporary relief as required.
17. Provides other duties as required.

**Typical Qualifications:**

A Bachelor's Degree from an accredited college or university in public or business administration, behavioral or social science, or other relevant field of study.

Two (2) years analyzing, interpreting, and making recommendations to management in one or more of the following fields: Budget/Financial Analysis; Requests for Proposals/Contracts; Facilities Planning/Property Management, Planning, Grants Management, Organizational Analysis, or Project Management –**AND-** One (1) year of lead or supervisory work experience over a support services staff.

**Conditions of Employment:**

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 40066

**Salary Range:** N43

**Representation Unit:** Non-Represented

**Last Updated:** 5/20/10