



**Orange County Department of Education
Human Resources Department
Supervisory Class Specification**

Class Code: 5093

**FLSA Status: Nonexempt
Union Representation: Unrepresented**

SENIOR ADMINISTRATIVE SUPERVISOR

GENERAL PURPOSE

Under direction, plans, organizes, coordinates and supervises the work of a large staff engaged in providing a variety of administrative and operational support functions for a division or major program; assists in developing and monitors assigned budgets; serves as liaison with other departments and divisions on budget, administrative and technical matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Administrative Supervisors are responsible for supervising and directing administrative and operational support activities for a division or major program. Incumbents are responsible for timely and efficient planning, coordination and completion of a high volume and variety of budget, fiscal, personnel, purchasing and other technical and operational activities to ensure that division/program goals and objectives are met. Incumbents are responsible for overseeing and monitoring division/program budgets which frequently entail multiple funding sources and complex expenditure parameters. Incumbents serve as liaison with other departments and divisions to accomplish smooth administrative operations on behalf of their division/program. Work requires a thorough knowledge of Orange County Department of Education (OCDE) and division operations and applicable fiscal, budget, and administrative policies, procedures, practices, and terminology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Interview, select, organize, supervise, coach, and evaluate the performance and work of assigned staff; with staff, develop, establish, implement and monitor work plans to achieve assigned goals and objectives; provide coaching for performance growth and improvement; subject to management concurrence, take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
 2. Participate in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with the Orange County Department of Education's (OCDE) quality and service expectations.
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3. Supervise and participate in the work of staff engaged in providing a variety of administrative and operational support services in a division or major program, including development and preparation of statistical and other reports, time and attendance reporting, budget oversight, purchasing, facilities and equipment repair, and similar services; develop and maintain calendars and schedules for operation tasks, activities, projects, and meetings; ensure adequate staff coverage in office/school locations; train staff on applicable administrative and operational policies, work processes and procedures and on uses of specialty software; develop, update, and maintain administrative and operations procedure manuals; serve as an information resource to staff in determining appropriate work methods and processes; and attend division/program management staff meetings.
 4. Compile data and assist in developing division/program budgets; monitor fiscal activities to ensure available funds for planned expenditures within account and funding source parameters and track account balances; meet with division/program managers and coordinator to review budget/account status and prepare budget adjustment requests when warranted; keep administrators and program staff apprised of budget/grant funding issues; prepare detailed budget reports; and troubleshoot discrepancies and coordinate resolution with the Business Office; may monitor and track receivables and collections applicable to program activities.
 5. Create and/or review and process a variety of personnel, purchasing, contract, travel, conference, and other forms and documents, ensuring accuracy, correct account codes, completeness, and compliance with OCDE standards, policies, and procedures; and track transactions to completion; create and maintain a wide variety of program, operational, specialized, and confidential files.
 6. Oversee payroll processing activities, including: ensuring the accuracy and completeness of employee attendance, timekeeping and payroll records; approving the release of division payroll information to the payroll department in a timely and accurate manner; working with other OCDE staff on complex interpretation issues; and providing information and interpretation of payroll policies and procedures to staff.
 7. Type and/or draft reports, memoranda, correspondence, presentations, board agenda items, and other documents and reports often of a highly sensitive and confidential nature; develop, update, revise, and disseminates specialized division/program forms; assemble, type, and process a variety of documents associated with division/program functions and processes; organize and coordinate printing of documents; and disseminate communications to division work locations.
 8. Plan or oversee and supervise planning and making event arrangements for staff meetings, retreats, academic events, staff development sessions, and a variety of other department/division/OCDE events; and secure locations and make food/refreshment, equipment, and other arrangements.
 9. Receive and screen visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; and respond to requests for information, refer matters to appropriate OCDE staff, and/or take or recommends action to resolve the request.

OTHER DUTIES

1. May maintain a director's or other manager's calendar and coordinate and schedule meetings; and may provide secretarial and administrative support services for a manager.

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2. May research, troubleshoot and resolve technology issues; serves as liaison in scheduling use of technology labs and equipment.
 3. May assist in compiling data and preparing documents for grant applications.
 4. Perform and/or coordinate the completion of special projects as assigned.
 5. Serve on OCDE committees as assigned.
 6. Provide back up for other administrative support staff.

QUALIFICATIONS

Knowledge of:

1. Advanced office administrative and management practices and procedures.
2. Principles and practices of effective supervision.
3. Principles and practices of sound business communication, correct English usage, including spelling, grammar, and punctuation.
4. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
5. OCDE organization, rules, policies, regulations, procedures, and provisions of the Education Code applicable to assigned department/program.
6. Advanced uses of word processing, spreadsheet, database, and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
7. OCDE administrative policies, procedures, and approval processes applicable to payroll, fiscal, purchasing, travel and training, contract processing, maintenance of public records, and other administrative support activities.
8. Research techniques, methods, and procedures.
9. OCDE human resources policies, procedures, and labor contract provisions.

Ability and Skill to:

1. Plan, organize, coordinate, supervise, coach, and oversee the operations and activities of assigned department/program administrative support staff.
2. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with laws, regulations, rules, and policies.
3. Understand, interpret, explain, and apply OCDE policies; and state and federal laws and regulations applicable to areas of assigned responsibility.
4. Manage multiple and rapidly changing priorities calmly and efficiently.
5. Plan and make event arrangements, including facilities locations, food/refreshments, audiovisual equipment set up, and materials for distribution with high attention to detail.
6. Operate a computer and word processing software and other standard office equipment; and type accurately
7. Organize, research, and maintain complex and confidential office files.

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8. Prepare correspondence, presentations, and other documents and make arrangements from brief instructions.
 9. Communicate clearly and effectively, both orally and in writing.
 10. Understand and follow written and oral instructions.
 11. Prepare clear, accurate, and concise records and reports.
 12. Maintain highly sensitive and confidential information.
 13. Deal with sensitive and difficult situations.
 14. Establish and maintain highly effective working relationships with OCDE executives, administrators, staff, faculty, parents, the public, and others encountered in the course of work.
 15. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or high school equivalency test and six (6) years of administrative or secretarial experience, at least two (2) of which was in a lead or supervisory capacity; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.

Created: 3/2025