



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

**Class Code: Senior Admin Sup – 5093
Class Code Senior Admin Sup HR/Conf – 5086
Date Adopted: July 1, 2008**

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

SENIOR ADMINISTRATIVE SUPERVISOR

SENIOR ADMINISTRATIVE SUPERVISOR – HR/CONFIDENTIAL

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 OCDE and division operations and applicable fiscal, budget and administrative policies, procedures, practices and terminology.

Senior Administrative Supervisor – HR/Confidential supervises and coordinates the work of Human Resources administrative support staff and provides confidential support during OCDE labor negotiations processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Interviews, selects, organizes, supervises, coaches and evaluates the performance and work of assigned staff; with staff, develop, establish, implement and monitor work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
2. Participates 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 OCDE's quality and service expectations.
3. Supervises and participates 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; develops and maintains calendars and schedules for operations tasks, activities, projects and meetings; ensures adequate staff coverage in office/school locations; trains staff on applicable administrative and operational policies, work processes and procedures and on uses of specialty software; develops, updates and maintains administrative and operations procedure manuals; serves as an information resource to staff in determining appropriate work methods and processes; attends division/program management staff meetings.

4. Compiles data and assists in developing division/program budgets; monitors fiscal activities to ensure available funds for planned expenditures within account and funding source parameters and tracks account balances; meets with division/program managers and coordinators to review budget/account status and prepare budget adjustment requests when warranted; keeps administrators and program staff apprised of budget/grant funding issues; prepares detailed budget reports; troubleshoots discrepancies and coordinates resolution with the Business Office; may monitor and track receivables and collections applicable to program activities.
5. Creates and/or reviews and processes 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; tracks transactions to completion; creates and maintains a wide variety of program, operational, specialized and confidential files.
6. Oversees 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; provides information and interpretation of payroll policies and procedures to staff.
7. Types and/or drafts reports, memoranda, correspondence, presentations, board agenda items and other documents and reports often of a highly sensitive and confidential nature; develops, updates, revises and disseminates specialized division/program forms; assembles, types and processes a variety of documents associated with division/program functions and processes; organizes and coordinates printing of documents; disseminates communications to division work locations.
8. Plans or oversees and assists in planning and making event arrangements for staff meetings, retreats, academic events, staff development sessions and a variety of other division events; secures locations and makes food/refreshment, equipment and other arrangements.
9. Receives and screens visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; responds to requests for information, refers matters to appropriate OCDE staff and/or takes or recommends action to resolve the request.

Senior Administrative Supervisor – HR/Confidential

1. Provides administrative support during OCDE's collective bargaining processes; attends negotiations sessions and takes notes; maintains negotiating process proposals, records and documents.
2. Acts as an information resource to management staff, employees and staff of other school districts on OCDE policies, procedures and practices.
3. Compiles a variety of statistical data for annual reporting for OCDE and the State.

OTHER DUTIES

1. May maintain a director's or other manager's calendar and coordinate and schedule meetings; 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. Performs and/or coordinates the completion of special projects as assigned.
 4. Serves on OCDE committees as assigned.
 5. Provides back up for other administrative support staff.

QUALIFICATIONS

Knowledge of:

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

Ability to:

1. Plan, organize, coordinate, supervise and oversee the operations and activities of assigned division/program administrative and operational 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, audio visual 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.
7. Type accurately at 50 WPM.
8. Organize, research and maintain complex and confidential office files.
9. Prepare correspondence, presentations and other documents and make arrangements from brief instructions.
10. Communicate clearly and effectively, both orally and in writing.
11. Prepare clear, accurate and concise records and reports.

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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 G.E.D. equivalent; and six years of increasingly responsible office administrative or secretarial experience, at least two of which was in a lead or supervisory capacity; or an equivalent combination of training and experience. An Associate's degree or course work in business management, communications or a related field is highly desirable and may be substituted for a portion of the required experience.

Licenses; Certificates; Special Requirements:

A valid California Driver's license and the ability to maintain insurability under OCDE's vehicle insurance program.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 20 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex and technical data, information, and documents; analyze and solve difficult problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions and/or work under intensive deadlines; and interact with OCDE executives, administrators, staff, faculty, parents, students, and others 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.

Work may entail being on call to assist administrators, principals, and staff with emergency and special requirements during evenings, weekends, and holidays.