



Position Title: Administrative Supervisor
Reports To: Director, Resource Development
Department: Resource Development
Prepared By/Date: Patti Bartels/11-1-2010
Approved By/Date: Patti Bartels/11-1-2010
Revised: Jennifer C. Brito/11-4-2010

Job Code: 4110-06
Job Group: SNE
Salary Grade: 11
FLSA Status: Non-Exempt

Summary:

The Administrative Supervisor provides secretarial and clerical support to the Resource Development Department. This individual assists in coordinating team activities to support the procurement of grant funds and donations through external public and private resources.

Essential Duties and Responsibilities:

- Provides administrative and clerical support
- Assists with the conduct of research and dissemination of information using independent judgment
- Facilitates the organization and progress of project work teams
- Converts information from various resources into narrative report formats
- Assists with establishing procedures that implement funding resource research and information dissemination policies
- Arranges and facilitates meetings
- Prepares correspondence, reports and portions of grants proposals
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of the principles of office management, practices, procedures, equipment, and operational requirements of the department.
- Knowledge of word processing and computer software including: Excel, Microsoft Word, and Windows.
- Knowledge of business English, spelling, accounting, record keeping and organizational responsibilities.
- Excellent computer skills.
- Excellent communication and customer service skills.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to plan, assign, and supervise the work of subordinates.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates of Arts degree in related field from two-year College or technical school and five (5) years of experience in responsible related clerical work including supervisory experience; or equivalent combination of experience and education.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name