

ADMINISTRATIVE SUPPORT SUPERVISOR

Reports to: Assistant Superintendent

Division: Varies by assignment

Our ideal candidate

You have highly developed analytical skills and exceptional organizational skills. You are able to work independently and are also effective as a member or leader of a team. You set a high standard of quality and professionalism for the division and organization.

General description

Under general direction, plan, organize, coordinate, and supervise the work of staff engaged in providing a variety of administrative and operational support for a division or program; develop, monitor, reconcile, and administer general fund and grant budgets; serve as liaison with other SBCEO departments and divisions and external entities on budget, administrative, and program matters.

Specific duties and responsibilities

- Participate in interviewing and selecting staff; provide training and professional development to staff on administrative policies, work processes and procedures, and software and systems; make assignments, balance workload and assignments among staff, review work in progress or upon completion, advise staff on work methods, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations in collaboration with program managers; provide counseling to staff and initiate corrective action or progressive discipline process as needed.
- Independently and in collaboration with staff in other divisions, develop and administer division and program budgets by calculating costs, analyzing funder requirements, ensuring that budgets and memoranda of understanding meet funder requirements, and ensuring that required reporting is completed.
- Establish tracking systems to monitor complex budgets from multiple sources; ensure optimal use of available funds by determining timing and sequence of expenditures and which costs are eligible for payment with available funds; oversee invoicing process to ensure projected revenues.
- Review budget and account status with division and program managers, providing guidance on allowable costs and expenditures; troubleshoot fiscal and accounting issues and coordinating resolution with Fiscal staff.
- Prepare a variety of personnel, purchasing, contract, travel, conference and other forms and documents and review those prepared by other staff for accuracy and completeness.
- Review draft memoranda of understanding to ensure consistency with standard language and to analyze whether projected fees will cover cost of providing services; review contractor and vendor cost proposals and negotiate terms to maximize value and minimize cost of services; draft language for labor, material, and service outcomes for professional contracts.

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- Plan or oversee arrangements for academic events, professional development sessions, and a variety of other division events; secure locations and make arrangements for food/refreshments, equipment, and other services; administer registration process; coordinate involvement of community partners and participants, including recruitment of volunteers and solicitation of donations.
- Design, improve, standardize, and implement forms, procedures, workflows, recordkeeping, and other systems to increase administrative efficiency; develop, implement, and evaluate work programs, plans, processes, systems and procedures to achieve division or program goals.
- Design and prepare promotional materials for division; review materials prepared by others; create and review content for division website to ensure site adheres to division and SBCEO standards.
- Provide support to management by: maintaining the calendar of a senior manager; reviewing and analyzing budgets and fiscal transactions and making recommendations or corrections as needed; and assuming responsibility for logistical and operational aspects of the division's work.
- Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of administrative support that included experience in leading or supervising staff, process improvement, coordinating community events, and overseeing fiscal matters including program budgets, preferably in a public agency. Experience developing and managing grant budgets is desirable.

Knowledge of:

- Principles and practices of supervision
- Principles and practices of budget management
- General accounting practices
- Cost analysis and rate setting
- Modern office management practices, procedures, and equipment
- Standard office productivity software applications, including word processing, spreadsheets, and presentations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Arithmetic, including percentages and fractions
- Report writing practices
- Record-keeping practices
- Telephone etiquette
- Email etiquette

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Ability to:

- Plan, organize, and prioritize work of self and others
- Set and adjust priorities for self and others
- Learn and apply policies and regulations related to assigned program
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Work independently and as member or leader of a team
- Facilitate meetings and discussions effectively
- Represent SBCEO and assigned program effectively
- Develop a variety of high-quality written, numeric, and graphic materials
- Make accurate arithmetical computations
- Design, create, and maintain databases
- Identify opportunities and implement strategies for continuous improvement
- Exercise tact, patience, and courtesy in interactions with others
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Work with speed and accuracy
- Establish and maintain effective working relationships with individuals at all levels of the organization and external partners
- Use a computer; a variety of accounting, enterprise, and standard software applications; and other standard office equipment
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Meet schedules and deadlines
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn principles and practices of development and administration of grant budgets
- Learn to conduct contract negotiations with vendors and other organizations
- Learn school and community demographics and needs
- Learn K-12 public education system and community resources
- Learn to conduct research
- Learn specialty graphics and publishing software and content management systems
- Learn website design and maintenance

Some positions in this classification may require the ability to learn legal terminology, processes, and reference materials, and how to interpret and apply statutes, court decisions, ordinances, resolutions, and legal documents.



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Licenses and certificates

Possession of a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile are required.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

Series

Administrative Support

Salary range 90

Approved by the Personnel Commission:

June 30, 2022