



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 303.5

Job Title: **ADMINISTRATIVE SUPERVISOR**

Pay Grade: 22

### **GENERAL SUMMARY:**

Performs varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

### **RESPONSIBILITIES:**

- Supervises, coordinates, trains and evaluates personnel job assignments.
- May supervise and review the development, implementation and maintenance of specific department projects and/or policies.
- May supervise department financial operations, including budget planning, revision, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- May coordinate special projects, including planning, research, presentations, promotions and evaluation.
- May direct and review vendor monitoring and evaluation.
- May supervise staff service, including personnel, purchasing and public relations.
- May interview job applicants and oversee payroll/personnel procedures for assigned department.
- Investigates special problems encountered by employees; responds to calls from the general public that extend beyond the normal scope of subordinates' responsibilities.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

#### **EXPERIENCE:**

Three years of experience in personnel, administration, accounting or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Administrative Supervisor  
Administration Manager

*Effective: October 1990*

*Revised: April 1992*