

CLASS TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision, is responsible for administrative duties including divisional/departmental budget preparation and administration, including personnel, payroll, fiscal, and operational records maintenance, as well as managing personnel and performs other related assigned duties.

ESSENTIAL TASKS:

- Prioritizes, maintains, and assigns personnel actions
- Trains, develops and supports all payroll personnel and supervises some positions
- Manages department payroll/personnel for all sworn and non-sworn employees
- Provides actions needed to accomplish financial duties, grant monitoring, and budget coordination, preparation and tracking
- Prepares and maintains various reports through relevant information systems and provides assistance to department divisions and other City departments
- Assists administrative staff with budget, grant monitoring and account maintenance, training, contracts
- Manages department accounts receivable, accounts payable, and Enterprise Resource Planning Personnel system workflow
- Assists employees with questions regarding salary and health benefits, retirement and other ancillary plans, including relevant policy application and provides efficient, prompt and the highest quality customer service possible
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate degree in business or public administration or a related field, and four (4) years of increasingly responsible office or administrative experience including one (1) year handling confidential and/or complex information; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting as applied to payroll operations; considerable knowledge of modern office management procedures, practices, and equipment especially as applied to payroll operations; considerable knowledge of data processing applications and use potential; considerable knowledge of research methods and techniques; knowledge of Collective Bargaining Agreement application and COT policies and procedures. Ability to analyze and resolve payroll related issues; ability to recognize and resolve problems resulting from program errors and system malfunctions; ability to plan, lead and supervise the work of staff; ability to make mathematical calculations with speed and accuracy; ability to utilize the highest level of interpersonal skill in order to understand and influence the behavior of people at any level within or outside the organization; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Considerable skill in time management, organization, attention to detail, and prioritization; skill in the use of personal computers and related software;

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily in an office setting and may require some travel to various City locations.

Class Code: 6001

Page 2 (continued from Administrative Support Supervisor)

EEO Code: E-02

Pay Code: EX-32

**Group: Fiscal Series:
Financial Management**

Effective date: March 10, 2021