

## Job Description

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**Job Title:** Administrative Supervisor II **Job Code:** 900250

**Job Family:** Administrative

**Pay Grade:** JC.16.16

**FLSA:** Exempt

**EEO:** Office-Clerical

**Department/Agency:** Countywide **Position Number(s):** Multiple

**Recommended Position Title(s):** Office Manager, Manager

### **The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

### **The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:**

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

### **Essential Duties:**

- Supervises a group of clerical/accounting personnel; determines, modifies, and implements administrative policies, procedures, and methods to improve office practices; designs and uses spreadsheets and databases to interpret and organize information; provides customized reports to others in the work unit.
- Analyzes data and develops budget recommendations and projections for the department/agency; administers complex funds, projects, contracts, or grants; performs duties requiring entry level professional knowledge of accounting; reconciles monitors and resolves non-routine and complex problems; prepares wire transfers and performs accounting functions that have department/agency wide impact.
- Researches and recommends equipment, vendors, and prices; coordinates the purchase of non-standard items such as multi-fund purchases and bio hazardous materials; resolves issues and disputes with vendors and identifies the need for increased levels of contract monitoring; authorizes requests for goods and services; monitors contract compliance and may act as Purchasing Card manager.

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- Manages calendars for senior management with authority to distinguish higher from lower priorities; provides advice and counsel to members of the department/agency head's functional work area; exercises discretion in department/agency policy interpretations; resolves a wide variety of operational problems requiring sound judgment; recommends exceptions to administrative policies that are subject to review.
- Supervises several dissimilar or specialized functions each with unique training requirements; devises procedures for complex or specialized functions; anticipates and develops procedures/tools to prevent or solve unusual problems; analyzes short and long-range administrative needs such as space and staffing of functional area.
- Creates and maintains databases; generates unique reports; creates complex spreadsheets; gathers statistics based on information compiled from various sources in an effort to draw conclusions and makes recommendations; diagnoses and resolves software/hardware problems using substantive computer/software knowledge; designs and lays out publications using specialized software packages.
- Updates job descriptions using information obtained from employee or supervisor; resolves personnel processing problems with interpretation from appropriate sources (e.g., Partner, HR Manager, HR Director); serves as liaison between supervisor/manager and HR regarding routine personnel actions; advises supervisor and provides information regarding HR policies and procedures.
- Conducts tasks associated with payroll processing such as verifies timesheets, finds, researches, and provides resolution to payroll discrepancies; completes and verifies data entry; distributes paychecks; provides information and answers questions from staff regarding payroll issues; maintains attendance and leave tracking records; acts as department/agency/functional resource in data management systems, and provides training to new users; coordinates Family and Medical Leave according to policies, procedures, and guidelines.

### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

High school diploma or equivalent and four years of administrative support experience are required. May require KS/MO driver's license, depending on department or agency.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

Associate's degree in Business Administration or related field and one year of supervision experience are preferred.

### **Education/Experience Substitutions:**

- Yes  No Experience may be substituted for degree.
- Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

All County employees may be called upon to assist other departments in a declared emergency situation.