JOB DESCRIPTION
Coachella Valley Water District Date: June 2004

TITLE: Administrative Services Supervisor

SECTION: Secretary

DEPARTMENT: Administration

SRN 36:

REPORTING RELATIONSHIP:

Reports to: Board Secretary

Supervises the following positions: Document Control Clerks and Word Processing Operators

DEFINITION: Under direction, to plan, organize and supervise the work of a staff engaged in varied document control activities; to perform the most difficult and responsible work; to participate in evaluating and selecting new equipment; to be involved in the hiring process for DCC and Word Processing.

CLASS CHARACTERISTICS: This is a single position class. The principle duties of this position are the supervision and coordination of a clerical staff. Incumbents personally perform the difficult and responsible tasks which require exercising of independent judgement and a thorough knowledge of departmental rules, activities, procedures, policies and precedents.

ESSENTIAL FUNCTIONS:

1. In coordination with the Board Secretary, plans, organizes and supervises the work of the document control clerks.

2. Coordinates and reviews work assignments.


4. Develops and implements departmental procedures.

5. Confers with other District personnel in establishing work priorities.

6. Answers inquiries relating to the work of the department.

7. Checks letters, reports, records and other data for accuracy, completeness and compliance with established standards.

8. Compiles payroll records.

9. Evaluates and participates in the selection of new equipment.

10. Participates in the process of hiring document control clerks.

11. Personally performs the more difficult assignments.
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ESSENTIAL FUNCTIONS (Cont.):

12. Expanded duties may include assisting the secretary to the board of directors in various related tasks as required.

13. May act as notary.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Ability to be certified and bonded as a notary upon the establishment of the district's need.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this would be to have three years of increasingly responsible experience and/or two years of supervision experience.

Knowledge of:
- Modern office methods, principles and practices.
- Procedures, specific rules and precedents of the departments together with the ability to apply them with good judgement in a variety of cases.
- Pertinent policies and procedures of the district.
- Principles of supervision and training.
- Modern filing methods.
- Common office equipment and computer operation.

Abilities:
- Plan, organize, direct and coordinate the work of the staff.
- Train new employees.
- Analyze situations and make decisions in procedural matters without immediate supervision.
- Prepare and maintain accurate and complete records and reports.
- Work tactfully, effectively and courteously with people contacted in the course of work.
- Establish operational procedures and make improvements in departmental operation.
- Communicate effectively with others.
- Operate a computer work station.

PHYSICAL REQUIREMENTS:

Driving: Light

See Human Resources for physical assessment form.
I acknowledge that this job description is an accurate representation of this position as of this date.

Department Head approval___________________   Date_____________

General Manager approval___________________   Date_____________