

**Title:** Supervisor of Administrative Services  
**PG:** 47  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Lakeland Electric

**Class Code:** 6542  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is supervisory and administrative work coordinating the activities of the Support Services function of Staff Administrative Services. Work involves providing guidance as well as technical and operational assistance to employees. This position is responsible to oversee Lakeland Electric's Reproduction, Mail Operations, Car Pool Operations, Central Office Supplies, Records, Office Equipment Purchases/Maintenance, Shipping & Receiving, and Recycling functions. Work involves the responsibility for developing and establishing procedures for the various functional areas. Work is reviewed by appraisal of accomplishments, customer satisfaction and conformance with established goals and policies.

**ESSENTIAL FUNCTIONS:**

1. Performs supervisory responsibilities, including hiring, conducting performance reviews, coaching, planning, assigning and coordinating duties.
2. Ensures the smooth flow of work and compliance with applicable departmental and state policies and procedures.
3. Manages budget monies in regular and special accounts; makes departmental purchase orders for supplies, performs cost accounting on tasks, labor, materials and equipment; prepares and/or supervises payroll preparation.
4. Composes correspondence, including requests for quotations from vendors; prepares requisitions; maintains and prepares closing reports for allocating labor, materials and equipment used on all special projects.
5. Prepares activities reports; supervises maintenance of files.
6. Interprets departmental regulations and procedures for employees and the public.
7. Coordinates the purchase of office equipment. Gathers data from the business unit, meets with vendors, and prepares specifications and requisitions. Coordinates receipt and installation of equipment and maintains maintenance agreements on all equipment.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of principles of office management and administration.
2. Considerable knowledge of budget preparation, modern office practices and procedures and the use of office machines and equipment.
3. Thorough knowledge of business English, grammar, spelling and arithmetic.
4. Skill in the operation of computers and peripheral equipment.
5. Ability to carry out administrative and supervisory details independently and compose correspondence without review.
6. Ability to learn City operations and organizations and make moderately complex decisions in accordance with established City and departmental policies and procedures.
7. Ability to organize, coordinate and provide follow-up on multiple projects.
8. Ability to proofread text and data to provide accurate information.
9. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records.
10. Ability to establish and maintain effective working relationships with manager, peers, co-workers, direct reports, other City employees and the public.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, lifting 15 – 20 pounds on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent, including or supplemented by courses in management.
2. Six (6) years of experience in high-level administrative support activities.
3. Three (3) years of supervisory experience.
4. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must have a state of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.