



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: OFFICE SUPERVISOR**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0050**

**PAY RANGE CODE: 11.1 MC REVISION DATE: 12/22/16**

## **NATURE OF WORK:**

This is supervisory work in an office engaged in providing administrative and clerical support to a department or division. Work involves the responsibility for assisting in the hiring and supervising of clerical personnel, and planning, scheduling, assigning, overseeing, and evaluating their work. Work also involves the administration of departmental special projects. An employee in this classification exercises considerable independence in the performance of duties and receives general guidance from a supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists in the hiring, training, scheduling, assigning, overseeing, and evaluating the work of clerical and other support staff.

Oversees and participates in the activities of the clerical staff, such as auditing, billing, purchasing, disbursements, processing of employee records, appropriations, applications, permits, receipts, costs, work, and other records, and the preparation of reports reflecting requisitions, vouchers, work, costs, budget, and other related items.

Supervises activities such as data entry; delivery, receipt, and disbursement of materials and supplies; posting to and maintaining records; and periodic mailings.

Assists in approving requisitions and vouchers, licenses and permits; checking contracts for completeness and compliance with ordinances; researching necessary information; and ordering parts, supplies, and maintenance work.

Trains users in the operation of computer hardware and the installed software.

Receives, counts, records, and deposits revenues received.

Prepares correspondence, reports, and drafts of documents and responds to questions and complaints from officials, other employees, and the public.

Assists in the coordination of divisional budget requests and maintains records of expenditures to remain within budgetary constraints.

Monitors petty cash expenditures and compares prices and availability of necessary items.

Reviews divisional and departmental policies and procedures and makes recommendations for changes as needed.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles of office supervision, record keeping, and document processing methods.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of basic accounting, budgeting, inventory, and record keeping principles.

Ability to understand and interpret departmental and divisional rules, regulations, procedures, and functions and to apply them to practical situations.

Ability to plan, schedule, assign, oversee, and evaluate the work of subordinate employees.

Ability to learn and adapt to advances in computer, mobile and electronic device technology and software.

Ability to prepare accurate financial reports.

Ability to prepare clear, well-organized written communication.

Ability to maintain the confidentiality of all departmental communications, documents, transactions, and records.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees, and members of the general public.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to stand, walk, or sit from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, or lift from 0 to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent  
AND

Four (4) years of experience in professional office work in an office setting, one (1) of which must have been in a supervisory capacity.

**SPECIAL QUALIFICATIONS**

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Copier	Calculator
Printer	Cash Register	Coin Counter
Typewriter	Telephone	Burster
Decollator	Rubber Stamp	Endorser
Embosser	Scanner	

Previous Revision Date(s): 1/27/94  
1/25/96  
11/29/12