

CLASS TITLE: ADMINISTRATIVE OPERATIONS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for administrative work and supervision of activities in support of operational goals within a City department, including the areas of planning, public information, purchasing, personnel, budget, data support, stores warehouse, office procedures, and contracts management; and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and coordinates field and office activities of subordinate supervisors and employees
- Writes, interprets, and trains employees in a variety of office and field procedures
- Develops and coordinates budget, purchasing, contract, stores warehouse, personnel management, and total office support efforts
- Directs the organization and use of department record systems for operational support, including computer systems
- Performs and directs planning activities and provides program proposals and maintenance schedules for department operations and management review
- Directs and coordinates the telecommunications systems operation (in some positions)
- Directs operational, performance, and material audits, and verifies contractual arrangements are complied with in a satisfactory manner
- Manages the central mail, courier, duplicating, file storage, and office supply services provided to all Airport departments (in some positions)
- Directs and provides public information and handles citizen complaints and inquiries as involves department operations
- Develops and monitors training efforts for employees, including safety and health related functions
- Oversees a wide variety of field inspection, maintenance, construction, and inspection activities by technical or trades group employees
- Coordinates disposal of Airport-owned surpluses (in some positions)
- 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 a bachelor's degree in business or public administration, construction management, or a related field, and three (3) years of progressively responsible administrative or management experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of public administration including personnel management, safety practices, budget development and monitoring, purchasing, inventory, and office management; good knowledge of the practices of field maintenance and preventive maintenance activities; considerable knowledge of applicable equipment operations, specifications, and maintenance; good knowledge of documentation methods and required statistics involved in contracts and bid compliance procedures; and some knowledge of computerized management information systems. Ability to plan, direct, coordinate, and account for the expenditure of resources; ability to establish objectives, schedules and budgets; ability to plan, direct, and evaluate the development of computer systems; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone and two-way radio; frequent lifting up to 10 pounds, with occasional lifting up to 20 pounds; frequent carrying up to 5 pounds, with occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; some positions within this classification may require possession of a valid Class "A" Commercial Driver's License (CDL) and/or possession of a valid Class "B" Sewage Operator's License as issued by the Department of Environmental Quality (DEQ).

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations for field inspections and/or activity coordination.

Class Code: 1160

EEO Code: E-01

Pay Code: EX-36

Group: Clerical and Administrative

Series: General Administrative

Effective Date: July 1, 2000