



## OFFICE SERVICES SUPERVISOR

FC: CA115  
PG: CF-1

PC: 800  
BU: 5

### **DEFINITION**

Under direction, plans, organizes and provides supervisory direction and review of reproduction, mail sorting and distribution and office equipment and supply activities; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This single position class is responsible for supervision of day-to-day activities of staff providing varied support to District administrative offices. The incumbent exercises considerable latitude and independent judgement in the ongoing conduct and supervision of the work. This class is distinguished from the Senior Office Services Supervisor in that the latter has broad responsibility for the District telephone system and common expense account monitoring in addition to responsibility for the office services outlined above.

### **EXAMPLES OF DUTIES**

Plans, assigns, directs, reviews and evaluates the work of assigned staff; assists in the selection of staff and trains staff in work procedures, including safety practices; makes budgetary and procedural recommendations; approves leave requests and adjusts schedules to ensure work coverage; directs in-house mail collection and distribution activities, including developing schedules for in-house mail pick-up and delivery to local administrative and outlying District offices and facilities, the sorting of mail by department and employee name, and the processing of outgoing mail, including those which require special handling; directing copy reproduction and offset duplicating activities, including prioritizing requests, inspecting finished work, arranging for outside printing when required, and providing for service and maintenance of equipment; directs the operation of an office supply stockroom, including the receipt, storage and issuance of office equipment and supplies, preparing purchase requisitions for supplies and equipment within budget limits, and the taking of periodic supply inventories; ensures that storage and working areas are maintained in a clean and orderly condition; assists in the selection and requisitioning of office furniture and equipment; ensures that the Board room is prepared for meetings; ensures that car pool vehicles are properly maintained; provides for the storage of surplus office equipment until disposal; maintains records and prepares periodic reports related to the work of the unit.

### **QUALIFICATIONS**

#### **Knowledge of:**

Standard office practices and procedures, including the operation of standard office equipment; principles and practices of employee supervision, including scheduling and training of staff; U.S. postal service

## **Office Services Supervisor**

Page 2

regulations and procedures; basic inventory control, materials storage and purchasing procedures and practices; operating capabilities and maintenance requirements of copy reproduction and offset duplicating equipment; basic budgetary principles.

### **Skill in:**

Planning, organizing, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; ensuring that varied office services are provided in a timely, effective manner; maintaining accurate records and making accurate arithmetic calculations; preparing clear and concise reports of work performed and other written materials; exercising sound independent judgment within general policy guidelines; establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of experience in providing office services as outlined above, including maintaining an office supply stockroom. Lead or supervisory experience is desirable.