

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ADMINISTRATIVE SERVICES/RESTRICTED

BASIC FUNCTION:

in support of an assigned department; coordinate and direct personnel functions and/or fiscal activities to assure smooth and efficient running of office operations; train and evaluate the

office operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, requirements, policies and procedures.

Plan, organize and direct financial record-keeping, reporting and related auditing functions to ensure accurate and timely accounting and reporting of financial information.

assigned; review and analyze financial statements, records and reports to assure accuracy and completeness.

Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to programs, projects, accounts, personnel, financial

ABILITY TO:

Organize and direct office operations and activities in support of an assigned department

Coordinate and direct personnel functions and/or fiscal activities to assure smooth and efficient running of office operations.

Train and evaluate the performance of assigned personnel.

Establish and maintain time lines and priorities.

Collaborate with administrators, personnel and outside agencies in the development and implementation of office projects, goals, objectives, services and activities.

Assure adequate resources and personnel levels to meet department and office needs.

Oversee the review, evaluation, maintenance and adjustment of funds, budgets and accounts.