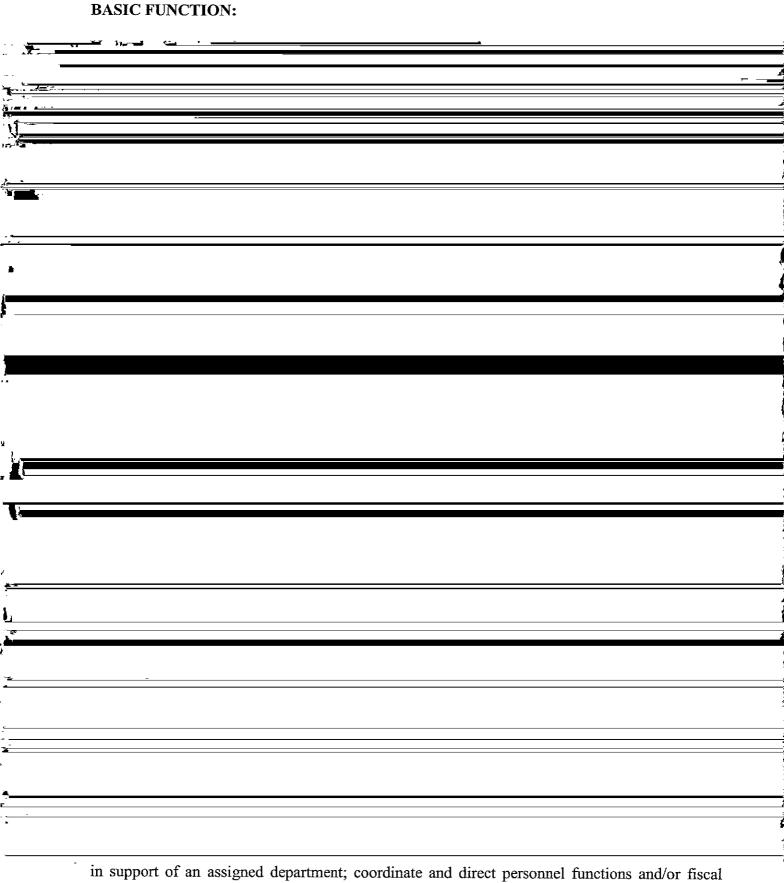
SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ADMINISTRATIVE SERVICES/RESTRICTED



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
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	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 andstatistical_records_reports_and files_related to programs_projects_accounts_personnel_financial_
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	Suppression, Administrative Coursines/Destricted continued
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	ABILITY TO:
	Organize and direct office operations and activities in support of an assigned denortment
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	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 administrate and profittes.
	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 hudgets and accounts