



~~Administrative Services Coordinator~~

JOB DESCRIPTION

Human Resources Division: ~~Administration~~

ADMINISTRATIVE PROGRAMS SUPERVISOR
(PUBLIC WORKS)

JOB DESCRIPTION

<u>Department:</u> <u>Public Works</u>	<u>Division:</u> <u>Administration</u>
<u>Work Location:</u> <u>Public Works</u>	<u>Percent Time:</u> <u>100% (1.0 FTE)</u>
<u>Job Type:</u> <u>Civil Service</u>	<u>FLSA Status:</u> <u>Exempt</u>
<u>Reports To:</u> <u>Public Works Director</u>	<u>Union:</u> <u>Non-union</u>

JOB SUMMARY

The Administrative Programs Supervisor assists the Director of Public Works in the planning, organizing, and oversight of the department’s administrative programs and functions, to include training, developing, and supervising administrative staff; assisting with the preparation and development of the department’s annual budget; coordination of department procurement processes; analyzing department programs, policies, and processes and making recommendations for process improvement; managing records retention and destruction in accordance with the Local Records Act; coordinating department responses to FOIA requests; responding to and interacting with the public; and serving as Recording Secretary for assigned boards and commissions. This position works under the general direction of the Public Works Director and performs advanced, professional-level work dealing with data, people, and technology related to administrative and office management skills and responsibilities.

ESSENTIAL FUNCTIONS

Administrative Programs Supervisor

City of Urbana

- Actively supports and upholds the City's mission and values.
- Supervises Administrative Division staff; provides leadership and guidance to ensure compliance with established policies and procedures; oversees work procedures and methods; assigns work activities, projects, and programs; performs or assists with the most complex, difficult, or sensitive issues and serves as backup for performing critical functions when necessary, including payroll and accounts payable; meets with staff regularly to identify and resolve problems.
- Performs evaluative and hiring functions for administrative staff; involved as a member of the hiring team.
- Plans and organizes staff workloads and assignments; approves time-off requests and authorizes overtime for assigned staff.
- Trains, coaches, motivates, and evaluates assigned staff; identifies training needs related to assigned areas of responsibility; prepares training materials; reviews work and provides direction and guidance as needed.
- Coordinates all department new employee onboarding processes to include maintaining, updating, and preparing New Employee Information Packet; assigning alarm codes, and ordering business cards and uniforms.
- Provide administrative, technical, and analytical support to special projects as directed by the Department Head; researches, compiles, and analyzes information to evaluate issues, identify trends, and make recommendations for department process, policy, and service delivery improvement; prepares documents, communications and reports related to findings and recommendations.
- Provides administrative and technical support for department strategic and financial planning; uses basic statistical and evaluative techniques to identify methods for attaining department goals and objectives where required or as directed by the Public Works Director.
- Assists in the preparation of departmental and development of department budget; monitors Public Works operating budgets; provides technical budget assistance to division heads/managers; reviews purchases and checks for compliance with budget.
 - ~~Supervises and evaluates the performance of the Account Clerk and Secretaries; assigns and checks work; trains as required~~
 - ~~Approves or denies time-off requests and authorizes overtime work for clerical staff~~
- Answers Coordinates department procurement processes; assists with drafting and disseminating bids, RFPs, and other procurement documents in accordance with City policy.

Administrative Programs Supervisor

City of Urbana

prepares bid notices and advertisements; responds to requests related to department procurements, distributes bid addenda; documents submittals.

- Oversees annual purchasing and distribution of uniforms and apparel for Public Works employees.
- Maintains primary oversight of department event planning, scheduling, and coordination, e.g., department meetings, trainings, etc.
- Maintains shared department calendars and manages conference room calendars and schedules.
- Manages retention and destruction of department records in accordance with the Local Records Act; conducts periodic audits of records.
- Provides notary services as necessary.
- Coordinates department responses to FOIA requests; gathers requested documents; performs redactions; coordinates formal responses with the City FOIA Officer.
- Responds to inquiries and complaints by general public in a professional, respectful, and courteous; provides information and resolves customer service escalations.

- Serves as Recording Secretary for Labor/Management Committee, Traffic Commission, and other assigned City boards and commissions.

~~————— Represents City interests and, serves as department liaison to Downtown Urbana Promotion Committee, Sweetcorn Festival Committee, Fourth of July Committee, and Christmas Lighting Committee~~

- Coordinates special community events, such as, and supports department participation in partner agency programs and efforts, including the Sweetcorn Festival American Public Works Association (APWA) and the Fourth of July Parade Illinois Public Works Mutual Aid Network (IPWMAN).

~~————— Organizes City auctions~~

~~————— Processes requests from other governmental agencies~~

~~————— Administers coaching, counseling and discipline as necessary according to standard operating procedure~~

~~————— Develops and recommends operating procedures, programs, and problem resolution to the Director of Public Works~~

Administrative Programs Supervisor

City of Urbana

- ~~Researches and implements work order system, governor hometown award, public works self assessment, web site, and special projects as assigned~~
- ~~Participates as a member of the management team at labor negotiations by providing statistical analysis and research of labor/management proposals~~
- Makes presentations to the City Council and other boards, commissions, and committees.
- ~~————— Maintains effective relations with other governmental officials, community leaders,~~
- ~~————— citizens, news media representatives, etc.~~
- ~~————— Develops personalized training goals for divisional staff as part of the orientation~~
- ~~————— and performance appraisal process~~
- ~~————— Reviews and attempts resolutions of grievances for divisional staff in accordance~~
- ~~—————~~ Maintains maximum security over confidential materials.
- Complies with established City policies and procedures.
- ~~————— Recommends hires and discharges of divisional personnel in accordance with~~
- ~~————— established procedures~~
- ~~————— Recommends travel authorizations, advances, and reconciliations pursuant to travel~~
- ~~————— policy~~
- Report to work on time and as scheduled.
- ~~Perform~~ other ~~related~~ duties as needed or assigned.

JOB SPECIFICATIONS REQUIREMENTS

~~Bachelor Degree in Public Administration, Business Administration, or~~ Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge and skills typically acquired through completion of an associate's degree in business administration or a related field and two (2) years of management experience; or a Master Degree in Public Administration or related field and at least three (3) years of administrative/office progressively responsible experience in a municipal government or comparable work setting office or business management.
- Five (5) years of progressively responsible experience of office/administrative experience in a public sector environment may substitute for the education requirement.
- A bachelor's degree in business administration, public administration, or a related field and at least one (1) year of supervisory experience is strongly preferred.

Administrative Programs Supervisor

City of Urbana

Knowledge of

- Policies, procedures, ordinances, laws, policies, and practices related to public works administration is preferred.
- The Illinois Open Meetings Act (OMA), Freedom of Information Act (FOIA), and the Local Records Act.
- Business English, grammar, and punctuation.
- Modern office procedures, practices, and equipment.
- Administrative and supervisory best practices and techniques.
- Accepted governmental purchasing techniques and procedures.
- Municipal budgeting and accounting procedures.
- Advanced knowledge of Microsoft Office software, including Word, Excel, and Powerpoint, and the ability to learn other software as required.

Skills

- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Demonstrated organizational and time management skills.
- Interpreting, applying, and explaining rules, regulations, policies, and procedures.
- Recommending, developing, implementing, and revising policies and procedures.

Ability to

- ~~Ability to~~ Research, compile, and summarize a variety of informational and statistical data and materials.
 - ~~_____~~ Prepare and present technical and non-technical reports orally and ~~_____~~ in writing.
- Prepare professional documents and memos.
- Successfully manage ~~multi~~several tasks or ~~Certified Public Purchasing Official by the National Institute of Governmental Purchasing~~ projects simultaneously.
- Use computer programs and word processing systems.
- Work productively and calmly under stress and in possible emergency situations.
- Interpret State laws and ~~the general~~ municipal ordinances.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Maintain confidentiality.

Administrative Programs Supervisor

City of Urbana

- Prioritize requests from the public and staff.
- Uphold the highest standards of competency, professionalism, and integrity in all work, demeanor, and in communication with others.
- Supervise, coach and train personnel.
- Establish and maintain effective working relationships with supervisors, employees, and others.
- Work independently and with minimal supervision.
- Attend and participate in professional group meetings; stay current with trends and innovations in areas of assigned work.

Licenses, Certifications and Memberships Required

- Must possess a valid Illinois driver's license and have the ability to operate a motor vehicle within ~~3-weeks~~ fifteen (15) days of employment. May need to attend some off-site meetings and travel to off-site storage.
- Must be able to obtain designation as an Illinois Notary Public within six (6) months of employment.

Job Dimensions

- Requires making decisions that govern the activities of others; decisions impact service provision to both internal and external customers.

Contacts: Internal/External

- Daily contact occurs with City staff, businesses, and members of the public. Occasional contact will occur with City Council and various board and commission members. Contacts may require some level of persuasion, and the potential for conflicts and disputes exists. Interactions are moderately structured and routine and may require explanation of complex concepts or interpretation of City policies. Interactions require maturity, patience, and emotional intelligence.

Supervision Received

- The employee operates under the general direction of the Public Works Director. Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. May formulate policy for the assigned area of responsibility but does not necessarily have final authority for approving policy.

Level and Complexity of Supervision Exercised

- The position supervises Public Works administrative support staff.

Supplemental Information

Administrative Programs Supervisor

City of Urbana

Physical Demands and Working Conditions

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands: Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 25 pounds; to lift and carry objects weighing up to 25 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office. On a frequent basis, essential duties of the position may require the ability to climb stairs, to kneel, and/or crouch to retrieve files and other items.
- Working Conditions: Standard office setting. The work requires sitting and/or standing for prolonged periods of time, walking and frequent interaction with others, both in person and on the phone. Work environment is both formal and informal, team- and autonomy-oriented, having variable tasks, pace and pressure. May require occasional evening hours to attend board/commission meetings.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.
- **Hearing:** Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class ~~D~~ Driver's License Specification History

~~Works with confidential information.~~

Prepared By: ~~Bill Gray, Ron Gremore, Kathleen Charleston~~ 9/9/99

~~Signature~~ _____ ~~Date~~

Approved By: _____

~~Department Head~~ _____ ~~Date~~

Administrative Programs Supervisor

City of Urbana

Approved By: _____

_____ Personnel Manager _____ Date

Reviewed By: _____

_____ Human Relations Officer _____ Date

Reviewed By: _____

_____ Chief Administrative Officer _____ Date

New class: December 7, 2022

For HR/Finance Use

<u>Job Class Code</u>	<u>Pay Grade</u> 110
<u>EEO Category</u> 6-Administrative Support	<u>LVL</u>