

RESOLUTION NO. 91-76

=====

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATIONS AND SETTING THE SALARY RANGE
FOR SUPERVISING ADMINISTRATIVE CLERK (MUNICIPAL SERVICE CENTER)

=====

RESOLVED, that the Lodi City Council does hereby approve the class specifications for Supervising Administrative Clerk (Municipal Service Center), as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective May 1, 1991:

Supervising Administrative Clerk (Municipal Service Center)

A	B	C	D	E
1607.24	1687.61	1772.00	1860.61	1953.64

Dated: May 1, 1991

=====

I hereby certify that Resolution No. 91-76 was passed and adopted by the Lodi City Council in a regular meeting held May 1, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Jennifer M. Perrin
Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

City of Lodi

March 1991

SUPERVISING ADMINISTRATIVE CLERK

DEFINITION:

To supervise office support for a large and diverse area; to perform a variety of the most responsible, confidential and complex clerical and administrative duties; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the first full supervisory level in the Administrative Clerk series, with accountability for managing all office support for a large and diverse area within a department. This classification is used only in the largest departments, where the size of the department, geographic separation from the departmental secretary, and total size of the clerical staff justify an additional office supervisor.

SUPERVISION RECEIVED AND EXERCISED:

Positions at this level work under the direction of a major division head. Full authority is delegated for management of the office clerical staff and operations, subject to review for accomplishment of general objectives and specific requirements. Incumbents are responsible for developing and implementing the appropriate office systems, procedures, forms, and staff organization and utilization.

Allocation to this class is restricted to positions which function as full supervisors over Administrative Clerks and related staff, including responsibility for assignment and review of work, meeting deadlines, performance appraisal, counseling, recommending discipline, and participating in selection of subordinate staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, organizes, prioritizes, assigns, monitors and reviews the work of assigned staff.
- Reviews work, conducts performance appraisals, counsels employees, prepares documentation, and recommends discipline or merit recognition; participates in selection of candidates for employment.

- Trains subordinates in office procedures and systems; trains other department staff on procedures, use of forms, computer systems, and other office related matters.
- Develops procedures, systems, and forms for office activities, including those affecting/supporting professional and management staff use of office facilities such as computers.
- Operates, maintains and supervises use of commercial and specialized computer systems used in departmental operations; maintains configuration, installs updates, defines routine reports, generates data and information; assists other users of the computer systems.
- Evaluates complaints and requests for service; assists managers in preparing responses, and handles routine items.
- Performs a variety of administrative fiscal tasks for the area including budget assembly and processing, preparing billings and monitoring payments, and ordering and maintaining office supply inventory.
- Supervises and participates in the preparation and maintenance of division filing systems.
- Composes correspondence for the division heads.
- Prepares and maintains a variety of records, data, and reports, including required federal state reporting.
- Supervises and performs typing of complex, sensitive and confidential correspondence, reports, forms and specialized documents.
- Oversees and participates in a variety of office administration such as arranging for repair and maintenance of equipment, transmitting information, mail processing and keeping reference materials up-to-date.
- Operates a variety of standard office equipment.

QUALIFICATIONS:

Knowledge of:

Supervisory principles and practices.

Office management practices and procedures, including filing systems and the operation of standard office equipment.

Micro computer system applications, configuration, and system management.

Policies, procedures, and activities of the department to which assigned.

Basic accounting as applied to office operations and management, including basic mathematics, billing and account record keeping.

Formats and requirements for typed materials.

Ability to:

Plan, organize, assign, supervise, review and evaluate the work of others.

Conduct performance appraisals, counsel employees, prepare documentation, and recommend discipline and merit recognition.

Train others on office systems and procedures, including computer use.

Read and interpret rules, policies and procedures.

Research complaints, problems, and data, and prepare responses for management, including composing correspondence.

Make arithmetical calculations with speed and accuracy.

Deal tactfully and effectively with those contacted in the course of the work.

Evaluate office management problems, and develop and implement solutions as approved.

Operate a variety of office equipment including commercial and custom software.

Type accurately at a net rate of 45 words per minute from printed copy.

Experience and Education:

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

Experience: Three years of responsible clerical experience, including at least one year of at a level equivalent to the City's Administrative Clerk III.

Education: Equivalent to completion of high school including completion of specialized clerical coursework.

OTHER REQUIREMENTS:

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