

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ADMINISTRATIVE TECHNICIAN SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise subordinate staff in the performance of a variety of accounting and/or procurement activities. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment in selecting the proper course of action. The work requires knowledge of the policies, procedures, and regulations of technical accounting programs and/or procurement activities, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job.

Position Code Title - Administrative Tech Supv-1

Administrative Technician Supervisor 10

The employee serves as a first-line supervisor directing the work of administrative support staff.

Position Code Title - Administrative Tech Supv-2

Administrative Technician Supervisor 11

The employee serves as either a first-line supervisor of technicians in a standard work area, or as a second-line supervisor of administrative support staff.

Position Code Title - Administrative Tech Supv-3

Administrative Technician Supervisor 12

The employee serves as a first-line supervisor of technicians in a complex work area, a second-line supervisor of technicians in a standard work area, or as a third-line supervisor of administrative support staff.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Maintains and reconciles control records of such financial records as expenditures, allotments, receipts, and encumbrances.

Approves and disburses funds for items determined to be reimbursable through interpretation of applicable acts and regulations.

Reviews and prepares financial statements and accountings reports for departmental management and federal agencies.

Reviews budgets and prepares budget documents.

Implements new or revised accounting systems and procedures in accordance with accounting practices and procedures.

Conducts surveys to prepare recommendations for improvements, controls, new methods, and other changes to improve the efficiency of an accounting system.

Directs the purchasing, leasing, management, and/or sale of commodities, products, real estate, or services.

Maintains information files on quality and price of items for reference in writing purchase requisitions.

Analyzes costs of transportation of commodities on vendors' bids and contracts to determine low bidders.

Audits freight bills, including express, rail, truck, car loading, household goods, and air express for errors in rates, classifications, and extensions.

Traces shipments by telephone or other means to expedite deliveries.

Files claims against carriers for loss or damage of materials, and processes receipt vouchers for claims collected.

Maintains contact with vendors for prompt delivery, adherence to specifications, and proper allowance of discounts.

Surveys equipment needs and prepares reports.

Keeps informed of market conditions and makes purchases at a time advantageous from a cost and availability standpoint.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the areas listed is required at the 10 and 11 levels and considerable knowledge is required at the 12 level.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity practices.

Knowledge of labor relations.

Knowledge of the procedures, laws, regulations, and rules related to the work.

Knowledge of the practices, methods, techniques, forms, and terminology related to the work.

Knowledge of business management practices.

Knowledge of techniques used in locating errors.

Knowledge of office equipment, materials, and supplies.

Knowledge of the factors involved in the development of specifications for a diversified line of supplies and equipment.

Knowledge of freight and express methods, classifications, charges, and procedures.

Knowledge of markets and trade conditions.

Ability to instruct, direct, and evaluate employees.

Ability to analyze financial records and ascertain facts.

Ability to assemble and compile data and prepare financial and statistical reports.

Ability to locate sources of supply.

Ability to maintain records, prepare reports, and compose correspondence.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

Education typically acquired through completion of high school.

Experience

Administrative Technician Supervisor 10

One year of experience equivalent to an Accounting Technician E9, Procurement Technician E9, or Storekeeper Supervisor 8; or, one year equivalent to an Office Supervisor 9 in a position which was assigned the bookkeeping (BKPS) subclass code.

Administrative Technician Supervisor 11

Two years of experience equivalent to an Accounting Technician E9, Procurement Technician E9, or Storekeeper Supervisor 8; two years equivalent to an Office Supervisor 9 in a position which was assigned the bookkeeping (BKPS) subclass code; one year equivalent to an Accounting Technician 10, Procurement Technician 10, Administrative Technician Supervisor 10, or Storekeeper Supervisor 9; or, one year equivalent to an Office Supervisor 10 in a position which was assigned the bookkeeping (BKPS) subclass code.

Administrative Technician Supervisor 12

Two years of experience equivalent to an Accounting Technician 10, Procurement Technician 10, Administrative Technician Supervisor 10, or Storekeeper Supervisor 9; two years equivalent to an Office Supervisor 11 in a position which was assigned the bookkeeping (BKPS) subclass code; one year equivalent to an Administrative Technician Supervisor 11, Accountant P11, or Auditor P11; or, one year equivalent to an Office Supervisor 12 in a position which was assigned the bookkeeping (BKPS) subclass code.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ADMTCHSPV

Job Code Description

ADMINISTRATIVE TECHNICIAN SUPERVISOR

Position Title

Administrative Tech Supv-2

Administrative Tech Supv-3

Administrative Tech Supv-1

Position Code

ADTCHSP2

ADTCHSP3

ADTCHSP1

Pay Schedule

NERE-035

NERE-036

NERE-041

SC

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