

ADMINISTRATIVE PROGRAMS SUPERVISOR (ADMINISTRATION)

JOB SUMMARY:

Under the general direction of the City Manager, performs responsible administrative and supervisory tasks requiring knowledge of departmental operation, customer service, accounts payable, and cash handling.

ESSENTIAL JOB FUNCTIONS:

- Supervises the Municipal Court Clerk and Water Billing/Permit Clerk.
- Performs administrative, technical, and analytical tasks in support of City Department Heads.
- Uses computers, software programs, other technology tools, and office equipment to perform a variety of administrative and technical tasks.
- Provides customer service by telephone and in person.
- Maintains files and assembles information.
- Collects and records with written receipt monies received from various department activities, indexes and files letters and documents.
- Inputs computer data.
- Performs related duties and fulfills responsibilities as required.

EXAMPLES OF WORK:

Performs financial duties by processing invoices, deposits, and payments; providing assistance with the budget, processing payroll, coding invoices, preparing financial documents and billings; performing financial calculations, utilizing information extracted from financial databases, entering customer and vendor information; and monitoring petty cash, accounts, grants, and budgets. Prepares water billing, late payment billing, billing adjustments, meter readings, bad debt processing, winter averaging and water disconnect data.

QUALIFICATIONS:

- Graduation from high school or four years of equivalency.
- Associate's Degree or applicable certification preferred.
- Two or more years of customer service experience.
- Cash handling experience required.
- Two or more years of supervisory experience preferred.

PHYSICAL REQUIREMENTS:

- Walking, standing, lifting and occasional carrying.

WORK LOCATION AND HOURS:

- City Hall, Monday – Friday, 8:00 A.M. – 5:00 P.M., and varied hours.

KNOWLEDGE, SKILLS AND ABILITIES:

- Required knowledge necessary to understand basic operational, technical or office processes.
- Ability to operate or learn to operate office equipment effectively and safely.
- Ability to understand and follow oral and written instructions.
- Independent judgment and decision-making abilities.
- Ability to work effectively and cooperatively with other employees and the general public.