

**CLASS TITLE: SUPERVISOR OF OFFICE SERVICES
(DLT)**

**Class Code: 02584600
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise the work of a large staff of employee providing a variety of activities including property management, mail and delivery services, motor pool, and building security services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of an administrative superior and exercises independent judgement; work is subject to review for results obtained and conformance to general instructions.

SUPERVISION EXERCISED: Plans, monitors and reviews the work of a technical and clerical support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the immediate superior in the planning and selection of local office sites and to participate in the development of interior design and office layout.

To prepare specifications and obtain cost estimates for renovations and repair to buildings and equipment; to oversee the work performed, certify the projects have been completed according to specifications, and initiate the payment process.

To maintain or assist in maintaining a perpetual inventory of tools, equipment, materials and supplies located in a central warehouse or at various locations throughout the State.

To check on delayed orders and expedite delivery.

To maintain a schedule of delivery service for distribution of goods.

To assist in preparing specifications for purchase of equipment, tools and supplies.

To prepare or assist in the preparation of reports.

To participate in the preparation of the Department's disaster preparedness plan.

To supervise and control the agency's motor pool.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of property management practices and techniques; a working knowledge of interior design and office layouts; a working knowledge of leases, lease agreements, and landlord-tenant relationships; a working knowledge of basic business math; a familiarity with mail and delivery systems; the ability to prepare management reports; the ability to make work assignments and supervise a staff engaged in performing office services; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through; graduation from a college of recognized standing with specialization in business administration or public administration or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position involving property management and supervision of a large staff.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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