

Wright State University
CLASSIFIED JOB SPECIFICATION
Department Support Supervisor

I. JOB INFORMATION

Job Title: Department Support Supervisor (CS 05)

Job Class: 11118 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction supervises a group of office personnel and manages clerical functions of an office; distributes work to office staff, and assumes responsibility for special projects.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Supervises the work of several employees engaged in performing clerical and/or office functions. Trains, assigns work to, evaluates performance, maintains time and attendance records for employees. Compiles data for reports of personnel actions.
- Independently compiles and answers correspondence relative to routine matters. Answers inquiries concerning university functions, requiring some interpretation of laws, rules and regulations.
- Gathers data for charts and reports. Organizes, develops and implements procedures for recording and processing various administrative forms and reports.
- Performs basic bookkeeping duties (e.g. counts receipts, posts accounts to log books, makes bank deposits, pays bills and computes costs of services).
- Maintains inventory on supplies and equipment. Orders supplies and materials.
- Interprets, applies and follows departmental rules, regulations and policies within section.
- Works on special projects as assigned.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year of (FT) related work experience. Previous supervisory experience. Excellent interpersonal, verbal and written communication skills. Experience in writing, editing, and budget management. Ability to calculate basic math. Thorough knowledge and skills to

utilize current office equipment and a variety of complex software packages. Demonstrated skills/knowledge of additional software may also be required.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

11100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.