

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Administrative Supervisor

TITLE #: 1016

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the overall administration and management of the business activities related to the purchasing, accounts payable, personnel, and payroll functions of a municipality. The incumbent is involved in technical work in the purchase of commodities and/or services as part of a central purchasing operation within the municipality. Employee will have considerable contact with public and employees in carrying out assignments. Work is performed under supervision of the Chief Elected Official and supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and edits purchase requisitions, notifies departments of adjustments, and explains purchase procedures;

Locates and evaluates new sources of supply; checks prices and approves invoices on purchase orders;

Interviews vendors and explains purchasing procedures; maintains vendor file and records bids submitted;

Assists in the writing of purchase specifications for bid requests; analyzes competitive bids and awards orders to lowest responsible bidder;

Schedules delivery dates and follows up on delayed deliveries;

Works with the Accountant to balance end of week vouchers and end of month reports for audit committees;

Checks budget balances for department heads as well as monthly vendor statements including planning board invoices, deposits and data entry for payment;

Processes vouchers for payment; prepares and distributes checks according to prescribed procedures;

Leads and directs the work of staff assigned to personnel, payroll and purchasing departments;

Operates computer software, calculating, check-writing and other office machines and/or equipment related to operations.

May assist with personnel and payroll functions such as recording employee transactions and maintaining employee files;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of large-scale purchasing methods and procedures; good knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by municipal departments; good knowledge of the automated personnel/payroll systems; computer skill operating standard business applications such as word processing, spreadsheets, e-mail, etc; ability to maintain detailed records and to perform a variety of related tasks; ability to present information clearly and effectively both orally and in writing; ability to lead and direct the work of others; ability to establish and maintain good working relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Accounting or related field and two (2) years of experience in public administration, personnel administration or purchasing, one (1) of which shall have included administrative or supervisory duties; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Associate's Degree in Business Administration, Accounting or related field and four (4) years of experience in public administration, personnel administration or purchasing, one (1) of which shall have included administrative or supervisory duties; OR
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in public administration, personnel administration or purchasing, one (1) of which shall have included administrative or supervisory duties.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 05/17/2012 dmc