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**COUNTY, TENNESSEE**  
**CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: ADMINISTRATIVE SUPERVISOR I**

**FLSA STATUS: EXEMPT-ADMINISTRATIVE**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory work associated with overseeing the administrative activities of the department to include aspects of accounts payable and accounts receivable, payroll, and personnel record keeping. Duties and responsibilities include supervising assigned employees, supervising department's accounts payable and accounts receivable, supervising department's payroll process, maintaining proper personnel records for employees, coordinating budget preparation, maintaining Worker's Compensation records and insurance information, processing receivable warrants for revenue collections, generating reports, and maintaining other departmental records. Assignment to Highway department reports to Road Superintendent. Assignment to Property Assessor's Office reports to Assessor. Assignment to General Sessions reports to General Sessions Judges. Assignment to the County Clerk's office reports to the County Clerk. Assignment to Ambulance Services reports to the Director of Ambulance Services.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff in clerical or administrative support activities, processing employee concerns and problems, directing work, counseling, and disciplining; may assist with interviewing and selection of new employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Acts as liaison between department management and with other departments/divisions, state/local agencies, professional individuals/groups, vendors, the public, the media, or other individuals/agencies in matters pertaining to department programs or operations; coordinates communications and conveys information among division/department personnel.

Processes budget documentation for the division/department; assists in projecting and developing annual department budget; makes budgetary recommendations; prepares budget balance sheets; monitors expenditures to ensure compliance with approved budget; maintains balance of expenditures in capital outlay projects; prepares requisitions for proper approval; maintains financial ledgers on computer of departmental revenues/expenditures on computer.

Supervises aspects of accounts payable and accounts receivable for the department; ensures timely payment of invoices and availability of funds; initiates resolution of any errors identified by state/federal government agencies; posts accounts payable data to general ledger.

Supervises the receiving of invoices and billing statements; pre-audits invoices to identify errors and irregularities; makes necessary calculations; researches discrepancies or missing information; verifies proper authorization and ensures assignment to proper budget accounts; approves invoices for processing by accounts payable staff.

Supervises purchase order documentation and invoice matching; ensures the pre-audit of invoices to identify errors and irregularities; verifies receipt of goods/services by departments prior to payment; verifies proper authorization and ensures assignment to proper budget accounts.

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Supervises the preparation and processing of payroll, approves overtime and vacation pay, reviews for accuracy and completeness, enters data into computer, and forwards documentation as appropriate.

Interprets, applies, and complies with applicable accounting guidelines and all other applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Consults with head of the respective Department, the Director of Finance, County Mayor, and other officials to review operations and activities, review/resolve problems, receive/give advice/direction, and provide recommendations.

Supervises and assists with preparation of receivable warrants (receipts) for the respective department's revenue collections; processes accounting entries for same.

Prepares adjusting journal entries and budget entries.

Enters data into computerized financial system and balances/verifies data; generates checks and reports; maintains records; communicates with vendors regarding invoices, billing problems, or other issues.

Prepares various financial reports, reporting forms, or other documentation; compiles data for report preparation; submits reports/forms to appropriate individuals or agencies.

Prepares or completes various forms, reports, routine correspondence, letters, memoranda and other documents.

Maintains departmental files relating to payroll, personnel records, timesheets, medical files, OSHA reports, petty cash, FMLA. documentation, HIPPA compliance files, and other departmental files and records.

Maintains accurate records of employees' certifications, training requirements, education, and personal data.

Receives and responds to requests for verification of employment.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, balancing accounts, researching financial discrepancies, correcting data errors, keying financial data, or maintaining financial records.

Assists in preparing annual operating budget documentation and prepares budget balance sheets.

Coordinates audit activities; provides required documentation and information to auditors during external audits.

Receives various forms, reports, correspondence, invoices, statements, purchase orders, chart of accounts, accounting guidelines, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Responds to complaints and questions related to accounts payable, accounts receivable, payroll, personnel or other department issues; provides information, researches problems, and initiates problem resolution.

Attends appropriate committee and department meetings.

Communicates with supervisor, county officials, employees, other departments, vendors, financial institutions, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Assignment to Ambulance Services may involve the following additional functions:

Prepares payroll and leave reports for all personnel. Responds to payroll/leave time inquiries.

Serves as custodian of petty cash; disburses petty cash funds for expenditures; ensures proper receipts and documentation for expenditures; balances petty cash account; processes replenishment of funds as needed; maintains records.

Coordinates calendar activities for the department, to include planning/scheduling appointments, meetings, interviews, or other activities; updates calendar on a regular basis; communicates with individuals scheduled for appointments/meetings as appropriate; attends meetings as requested.

May provide assistance as needed in the event of a disaster situation.

Assignment to Building Codes involves the following additional functions:

Reviews documentation as needed for issuance of permits, such as property surveys, tax maps, recorded deeds, certificates of survey, and site plans; calculates costs of specialty permits; Prepares release of electrical permit documentation as needed.

Maintains a current knowledge and awareness of local planning/zoning ordinances and other applicable laws and regulations; reads professional literature; attends classes, workshops, & training sessions as appropriate. Acts as a liaison between permit coordinators and building inspectors regarding plan reviews and special approvals as required.

Prepares monthly department reports; generates documentation of inspections completed, permits issued, and revenues collected for building permits and development tax.

Maintain minutes of Board of Adjustment Appeals board meetings, typing and distributing agendas, submits payroll documentation for board members to Finance for payroll processing, notify members of expiring terms, aide new members in completing necessary paperwork to ensure they are added to the payroll.

Supervises processing of accounts payable checks and process voids.

Serves as benefit and safety contact for employees; provides new employee orientation for department's new personnel to explain the county's benefits package; maintains documentation for OJI issues

Supervises administrative operations and activities

Supervises/coordinates general office operations; maintains lease agreements and other records.

Processes department revenues; coordinates distribution of bills; issues receipts; balances funds; participates in annual audits.

## **County, Tennessee • Administrative Supervisor I**

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Provides administrative support for the department; prepares confidential correspondence for Building Codes Director; drafts correspondence to property owners, mortgage companies, banks, appraisers, or other individuals/agencies.

Prepares and submits Travel Reimbursements for the staff.

Assist with applicant testing.

Maintains, schedules, and prepares inspectors certification renewals, testing, classes, and certification hours.

Maintain, schedule, and prepare Performance Review documentation for Director and Employees.

In the Directors absence, maintains, corrects, reviews and approves electronic timesheets, also will make other administrative decisions in the director's absence when needed.

Maintain, review and correspond with the City of Eagleville Mayor and staff regarding building permits, ordinances, violations, and inspections. Maintain and enter permit data for the City of Eagleville Permits. Maintain, prepare, and process City of Eagleville billing and reimbursements of monthly inspections.

Maintain and prepare documentation of F.E.M.A. requirements, elevations certificates, audits, reports and correspondence.

### Assignment to General Sessions involves the following additional functions:

Prepares oath of office forms to swear in Judicial Commissioners; files oath of office forms with County Clerk.

Performs the duties of Judicial Commissioner; prepares, logs, and issues criminal warrants and juvenile petitions; conducts probable cause hearings to determine probable cause for arrest; issues warrants for law enforcement officers and for the general public as appropriate; issues mittimus to temporarily detain arrested individuals; sets bond amounts and issues conditions of bonds and recognizance for arrested individuals; maintains calendar of activities and sets court cases for judges.

### Assignment to the Highway Department may involve the following additional functions:

Performs cross referencing and balancing of asphalt tickets.

Serves as Highway Commission secretary; includes keeping minutes of board meetings, typing and distributing agendas, maintaining board books.

Maintains accurate and up to date database of county roads and Highway Department inventory.

Maintains records relating to the Rock Crusher facility in compliance with Mine Safety and Health Administration.

Supervises processing of accounts payable checks; processes department checks; prepares checks for mailing/distribution; processes voids and stop payments; reconciles outstanding checks.

Serves as benefit and safety contact for employees; provides new employee orientation for department's new personnel to explain the county's benefits package; schedules and facilitates training meetings to discuss Tennessee Occupational Safety and Health requirements; maintains documentation for Worker's Compensation issues; works closely with \_\_\_\_\_ County's third party administrator for Worker's Compensation claims.

### Assignment to Property Assessor's Department may involve the following additional functions:

Supervises administrative operations and activities pertaining to property assessment rolls, property transfers, data processing, and related functions.

Supervises/coordinates general office operations; maintains lease agreements and other records.

Calculates approximate amounts of property taxes due; calculates prorated property values and prepares change orders and change notices for distribution.

Processes department revenues; coordinates distribution of bills; issues receipts; balances funds; participates in annual audits.

Provides administrative support for the department; prepares confidential correspondence for Assessor; drafts correspondence to property owners, mortgage companies, banks, appraisers, or other individuals/agencies.

Troubleshoots all tax freeze problems, such as verifying accurate appraisals, frozen tax dollar amount for applicants qualifying tax freeze year.

Prepares and sends change orders to Trustee's office for billing errors on frozen properties.

Prepares end of year tax freeze reports for the Trustee's office to report to the state office.

#### Assignment to County Clerk's Office

Maintains a strict inventory of license plates and decals; Submits inventory paperwork to appropriate departments.

Issues marriage licenses and certifies marriages; Issues passports; Issues and certifies notaries.

Handles transactions with car dealers; registers license plates for car dealers and the general public; completes titles and registration on vehicles.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail, or preparing outgoing mail.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Office Management, Accounting, or closely related field; supplemented by three (3) years previous experience and/or training that includes governmental accounting, general accounting, bookkeeping, accounts payable, accounts receivable, payroll, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Estimated Total Hours:** 1.5 **Maximum Continuous Time:** 15 minutes

**2. SITTING**

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 45 minutes

**3. LIFTING/CARRYING**

**Objects:** More frequent in the first quarter of the year

<b>Weight</b>	<b>Hourly</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs</b>		X			
<b>11-25 lbs</b>				X	
<b>26-50 lbs</b>				X	
<b>51-75 lbs</b>				X	
<b>76-100 lbs</b>					X

>100 lbs					X
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**4. PUSHING/PULLING**

**Objects:** on occasion

**5. CLIMBING**

**Tasks:** retrieving items from top shelf in storage room

**Device:** Ladder

**Height:** 9 feet from ground

**Frequency:** Occasionally

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** getting files

**Frequency:** daily

**7. REACHING**

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

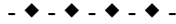
**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**10. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		





\_\_\_\_\_ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
  
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
  
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

	<b>YES</b>	<b>NO</b>	<b>Don't Know</b>
1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?	✓		
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?	✓		
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?	✓		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date