



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Assistant Supervisor, General Services

JOB SUMMARY

Assists with the management of activities relating to purchasing of supplies, materials, professional services, outsourced construction, and project administration. This position requires the direction of the day-to-day duties and responsibilities relating to the coordination, organization, and management of administrative and reporting processes for a multi-faceted departmental operation. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, General Services

Supervises: Assists with supervision of Administrative Assistant, Secretary, Customer Service Coordinator, and Purchasing Specialists

PRIMARY DUTIES - May include, but not limited to the following:

Serves as the department's point person for the implementation, execution, and oversight of administrative processes and operations related to the delivery of quality client service.

Serves as the department's manager of its action plans and task list to assure that projects prioritized by the AVP are coordinated with intra and inter departmental components.

Prepares Board of Regents and departmental reports, correspondence, etc. and determines work priorities and schedules to assure that department and university goals and timelines are met.

Responsible for the oversight of and directs administrative and clerical employees to assure accuracy and consistency in the preparation of all Human Resource documents including position descriptions, performance reviews, personnel actions, and training.

Assists in managing the Associate Vice President's calendar for travel, social gatherings, community functions, and business meetings to assure efficient, orderly, and timely results.

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Facilitates the timely submittal of reports by departmental components for compliance with State requirements and University policy.

Assures confidentiality in the preparation and handling of sensitive correspondence for the Associate Vice President.

Provides direct supervision of customer service and other department clerical personnel.

Reviews and reports personnel work status, compliance with rules and regulations, assigned tasks, and evaluates job progress of subordinates.

Assures the accuracy and timely submission of Human Resource and payroll documents.

Provides direct supervision of customer service and other department clerical personnel.

Responsible for the preparation and assimilation of the Associate Vice President's documentation, slides, spreadsheets and other data formats necessary to deliver a high quality power point and/or other presentation media for meetings, conferences.

Reviews and reports personnel work status, compliance with rules and regulations, assigned tasks, and evaluates job progress of subordinates.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Compiles statistical data for reports, fact sheets.

Assures that central personnel files are maintained per department standards.

Facilitates staff development and training opportunities including distribution of departmental orientation materials, policies, and procedures, etc.

Assists in the supervision of and coordinates with the Facilities System Engineer on equipment, software, and operational needs and problems relating to automation systems utilized in the Associate Vice President's office.

Performs other duties as requested.

EDUCATION

High school diploma or equivalent and/or college course work required. Bachelor's degree preferred.

EXPERIENCE

Five years of administrative experience, accounting, supervisory or lead experience with secretarial and clerical personnel. Proficiency in computer software applications and demonstrated experience in working with upper level management.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

Superior organizational skills.

Pro-active, results-oriented, and innovative supervisor and coordination skills.

Executive clerical skills.

Knowledge of the TMA Work Order software and internal project request systems.

Outstanding PC skills using Windows 2000, MS Word, Excel, Power Point, etc.

Willingness to perform a variety of duties.

Interface with a wide range of individuals.

Customer service professional who possess excellent communication skills and problem-solving abilities with strong interpersonal skills to maintain our high-customer service standards.

Excellent self-starter able to work independently and provide executive level support of the highest caliber.

Ability to communicate professionally and effectively both orally and in writing, and experience in coaching telephone etiquette.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Experience in coaching telephone etiquette.

Deadline-oriented. Strict attention to detail.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25 pounds.

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WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level in the work environment is usually low to moderate. May move heavy equipment and boxes. May require long hours and weekends. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.