



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

JOB DESCRIPTION

TITLE

Supervisor, General Services

JOB SUMMARY

Manages the operation of the Facilities Management and Construction Department's business services component. Directs the day-to-day and long term activities relating to budget planning, preparation and control; purchasing of supplies, materials and professional services; fleet management and vehicle operations; outsourced construction and project administration and department financial management. This position requires the coordination, organization, and management of administrative processes for multi-faceted departmental operations. Assures the delivery of quality services to all University clients and departmental peers. Work is performed under general supervision 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: Associate Vice President, Facilities Management and Construction

Supervises: Assistant Supervisor, General Services; Assistant Supervisor, Automotive; Customer Service Coordinator; Purchasing Specialists; Administrative Assistant; Secretary

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

Assures the confidentiality of, and/or prepares and handles all sensitive correspondence for the Associate Vice President of Facilities Management and Construction.

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

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

Coordinates all budget related activity for the department and serves as liaison between multiple departments for all aspects of financial accounting including Oracle applications.

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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.

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.

Prioritizes multiple projects and coordinates the intra and inter departmental and component delivery of products for the department.

Provides monthly tracking of the budget for the Associate Vice President and assures the expeditious handling all human resource actions.

Advises the Associate Vice President of fund balances, expenditures, transfers, etc. including the administrative controls needed to insure budget compliance and continued operations.

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

Assures the review and revision of departmental Web Page and automation systems for consistent delivery of quality client services including Customer Service Surveys, departmental Action Plans, and Construction Project Status Reports.

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 required. Bachelor degree or some college class work preferred.

EXPERIENCE

Eight years of administrative experience, i.e., accounting, budget, and supervisor experience with clerical and technical personnel. Proficiency in computer software applications.

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 supervisory and coordination skills.

Executive clerical skills.

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

Willingness to perform a variety of duties. Interface with a wide range of individuals.

Customer service professional who possesses 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 handle multiple projects simultaneously. Deadline-oriented. Strict attention to detail.

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

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 apply budgeting and fiscal planning techniques within financial constraints.

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

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to serve in "On-Call" capacity for emergency situations on campus and respond in a timely and professional manner.

Ability to work in a professional office environment.

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.

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.