

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

2001 Administrative Supervisor 8/31/2016

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 40,856 annually

PAY GRADE RANGE: \$ 40,856 -\$ 60,555 annually (Pay Grade 7)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, September 12, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application if applicable)
- If you have questions regarding your application or need help applying, please email mbradburn@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent.
- Must possess 3 years work experience performing work of a similar nature in a professional office environment, which included the supervision of other staff.
- Must possess a minimum of 2 years experience in accounting or financial work.
- The hiring authority may give preference to applicants with direct experience performing administrative functions in a municipal government department or agency and to applicants with degrees in Business Administration, Public Administration, or a related field from an accredited college or university.
- The hiring authority may give preference to applicants who can type 25 wpm.
- The hiring authority may give preference to applicants who possess computer experience and/or payroll experience (spreadsheets, word processing, etc.).

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Categories on the exam will include: Supervision; Working Relationships; Administrative Ability; Clerical Skills & Ability; Reading Comprehension; Business English; Arithmetic.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Administrative Supervisor	Working Title: same	PCN:
	Incumbent: vacant	Created: 12/11/2007 Updated: 7/11/2016

GENERAL DESCRIPTION

Under general direction, performs work of considerable difficulty in the supervision of the daily administrative functions of the Knoxville Police Department clerical/technical support staff as necessary to ensure successful completion of assigned tasks. Assists in developing various policies and procedures; planning and implementing new systems; identifying tasks or projects to be performed and developing necessary plans of action; and overseeing various departmental programs (i.e. payroll, inventory, purchasing, etc.).

ESSENTIAL FUNCTIONS

Prepares or directs clerical/technical staff in the preparation of payroll, budget, purchasing, and periodic reports, forms or other documents; researches and compiles a variety of data; performs other administrative duties as required.

Financial & Accounting: Responsible for various accounting and financial duties including preparation and maintenance of payroll; distribution of various financial reports and documents; processing of director deposit applications, overtime reports, voluntary deduction checks, and court ordered garnishments and child support recovery actions; entering new and updated deductions for employees; and maintaining various budgetary reports.

Plans and assigns work: Plans and coordinates the activities of clerical/technical support staff in order to ensure the successful completion of assigned tasks and projects; prepares/approves work schedules and makes assignments based on work priorities and requirements; works with supervisor to develop and implement short and long term goals and objectives for the work unit; identifies specific projects to be completed and develops necessary plans of action; consults daily with subordinates in order to issue work orders and receive updates on the status of ongoing projects.

Supervises employees: Supervises the activities of subordinates in the performance of their assigned duties; offers advice and/or suggestions for improvement or correction as needed; evaluates subordinates' performance and completes performance appraisals as necessary; monitors the activities of subordinates in order to ensure adherence to departmental rules and regulations, established procedures, etc., and takes corrective action (e.g., disciplinary action) as needed; maintains order and control of subordinates, and counsels them regarding work problems, improper conduct, etc.

Training: Trains subordinates by explaining and demonstrating procedures, observing and assisting with work, rotating assignments, and providing oral feedback to ensure that they can adequately perform assigned tasks;

Working relations: Establishes and maintains effective working relations with subordinates, peers, supervisors and the public; coordinates with various city personnel and/or department representatives to perform tasks necessary to accomplish special projects; explains policies and procedures and provides other requested information and/or assistance to city employees, the public, and other individuals as needed.

Computer usage: Operates personal computers in order to use a variety of word-processing, data base, and/or spreadsheet software packages; enters, modifies, and manipulates various applicant/employee information, classification/compensation changes, payroll changes, etc., in order to maintain accuracy of data; works closely with computer analysts and/or other information systems representatives.

MARGINAL FUNCTIONS

Other Duties: Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern personnel administration practices and procedures: Knowledge of the rules, regulations, practices and procedures governing the personnel function of the City of Knoxville.

Knowledge of supervisory practices and techniques: Knowledge of the principles and practices of effective supervision; knowledge of effective disciplinary procedures and techniques and the application thereof; knowledge of methods and practices of training subordinates in a variety of areas for the improvement of performance.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to maintain effective working relationships: Ability to relate effectively to subordinates, peers, supervisors, personnel in other divisions, representatives from other agencies, the general public, etc; ability to answer questions, provide assistance, handle complaints, reject requests, etc., in a courteous manner; ability to work effectively with a variety of individuals as a member of a team or group.

Computer knowledge: Knowledge of the City's computer system and capabilities as related to departmental requirements; knowledge of the various applicant/employee, classification/compensation, payroll, and other related data maintained in the city's data base and the uses and applications thereof; knowledge of the operation, utilization, and capabilities of personal computers and associated software packages (e.g., word-processing, data base, spreadsheets, etc.).

Administrative ability: Ability to establish and achieve work-related goals and objectives; ability to plan and coordinate work to accomplish established objectives; ability to plan and implement courses of action necessary to eliminate backlogs, streamline operations and accomplish work more efficiently; ability to apply common research techniques required to gather, compile, format, analyze and edit a variety of narrative or numerical data as necessary to provide information and/or make decisions.

Knowledge of record-keeping procedures: Knowledge of the terminology, procedures, and requirements for the proper completion of forms, records, and reports; knowledge of the appropriate location, maintenance and distribution of various documents; knowledge of document control principles and practices.

Clerical skills: Knowledge of filing systems and methods of data cross-reference; ability to sort and file information alphabetically, numerically or chronologically; ability to understand and use codes in a variety of business applications; ability to rapidly compare both narrative and numerical information to determine accuracy.

Reading ability: Ability to read and understand various written materials; ability to read and follow written instructions in a precise manner; ability to proofread reports, forms, correspondence, and other documents for accuracy and completeness.

Knowledge of business English - Knowledge of appropriate grammar, punctuation, and usage as applied to common business applications; ability to correctly spell commonly used words and to recognize misspellings; ability to understand and define common business terms and their synonyms.

Mathematical skills - Basic knowledge of arithmetic used in common business applications (e.g., add, subtract, multiply, and divide); ability to perform simple mathematical calculations quickly and accurately.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses logic to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple projects. A description of the specific mental requirements associated with this position is on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Must possess a High School Diploma or GED equivalent.

Must possess 3 years work experience performing work of a similar nature in a professional office environment, which included the supervision of other staff.

Minimum of 2 years experience in accounting or financial work.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to applicants with direct experience performing administrative functions in a municipal government department or agency and to applicants with degrees in Business Administration, Public Administration, or a related field from an accredited college or university.

Ability to type 25 wpm.

Computer experience and/or payroll experience is highly desirable (spreadsheets, word processing, etc.).