

University of Houston – Clear Lake

Position Description

Job Title: **Office Supervisor**

Job Code: **5114**

Pay Grade: **140**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Minimum five years office support experience. Three years PC word processing experience. Three years spreadsheet and/or database experience. One year account/bookkeeping experience. Two years supervisory experience.	Two years in administrative/management position.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Supervise daily operations of office for a substantial department of the university. Supervise secretaries and student workers. Provide administrative assistance to staff. Monitor and reconcile budget accounts, process payroll and all business related documents. Assist Director in budget development. Assist Director in generation of reports and office related documents. Assist with policy and procedure development.

Duties and responsibilities	% Time
Supervises the secretarial/clerical staff.	
Responsible for the timely completion of daily departmental operations.	
Coordinates the compilation of departmental reports and project assignments.	
Manages documentation of personnel actions and associated files.	
Manages departmental budgets and inventory.	
Handles routine complaints; refers complex complaints to appropriate personnel and follows up as required.	
Coordinates departmental calendar.	
Supervises the routing and appropriate handling of incoming phone calls, mail and other correspondence.	
Supervises the organization of departmental databases and filing systems.	

This position description describes the general qualifications, duties and responsibilities of work being performed.