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Job Specification

ASSISTANT SUPERVISOR 3 ADMINISTRATIVE SERVICES

DEFINITION:

Under the direction of a Director 3 or 4 in the Administrative Services area at a state college, supervises one or more sections of a single objective program or unit; or under the direction of a Director 1 or 2, is responsible for exercising general supervision over one or more sections of a major program or unit and staff; participates in the development and implementation of program or unit goals, policies and procedures; does related work as required.

EXAMPLES OF WORK:

Assists in the development and recommendation of goals, policies and procedures with which to effect unit operations.

Assists in the development and implementation of plans for program promotion, assessment, and improvement.

Supervises the activities of the program or unit; evaluates goals, objectives, and performance.

Supervises the work operations and/or functional programs, and has responsibility for employee evaluations, and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

Assists in the preparation, review, and revision of budgets.

Establishes and maintains liaison and cooperative working relationships with college administrators, faculty, staff, students, and student organizations, government and private agencies, and/or the public to accomplish the objectives of the program or unit(s).

Reviews and interprets applicable federal, and/or state laws, and regulations affecting the unit; participates in the formulation of policies and procedures.

Advises students, parents, and/or alumni regarding activities and services.

Reviews and processes applications; determines eligibility for college or section programs.

Prepares reports on program or section(s) activities containing findings, conclusions, and recommendations.

Compiles, summarizes, and analyzes statistical and other data.

Consults with the director to resolve problems or policy concerns of the unit or program.

Maintains integrity and confidentiality in section and program operations.

Develops public relations materials.

Represents the director as required.

Prepares detailed correspondence.

Serves on ad hoc and standing committees.

Supervises the establishment and maintenance of essential records and files.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in review and analysis of administrative practices, policies, and operations; including making recommendations.

OR

Possession of a Bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a Master's degree; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the principles of budget planning and development.

Knowledge of the principles of organization and personnel management.

Knowledge of those organizations whose functions impact upon those of the unit or section.

Ability to acquire knowledge of the program or unit purpose, goals, objectives, and college policy and procedures.

Ability to review and interpret established laws, regulations, and policies affecting unit operations.

Ability to assist in the administration of a program or unit, establish goals, plan and implement work programs, and develop policies and procedures.

Ability to evaluate program performance, develop alternative methods for improvement, and meet established objectives.

Ability to effectively supervise subordinate staff, develop performance standards, provide performance evaluations, and recommend personnel actions.

Ability to advise and counsel students and others affected by the functions of the program or unit.

Ability to review applications and provide eligibility determinations.

Ability to establish liaison and maintain cooperative working relationships with other staff and organizations.

Ability to prepare, review, and revise a section(s) budget.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to prepare correspondence.

Ability to represent the college at conferences, seminars, or meetings.

Ability to supervise the establishment and maintenance of records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
82655		S	N	NE	22	N/A	P22	-

This job specification is for **state** government use only.
Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

3/21/2015
