CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPERVISOR

CLASS SUMMARY:
This class is the first of four levels in the Administrative Leadership series. Incumbents are responsible for the supervision of a defined administrative function, process or service that directly supports the College’s day-to-day operations. Responsibilities may include preparing and monitoring an assigned budget; assigning and reviewing work of lower level support staff; scheduling support staff; and establishing and enforcing work procedures and processes.

Incumbents apply significant working experience to ensure safe and efficient operations in assigned area. Decisions made at this level are predominantly operational in nature, dealing with the oversight of clearly defined procedures and work methods. Incumbents may adjust and modify work processes as necessary to ensure successful operations, but generally do not define the goals and objectives of the work area.

Incumbents in this class are responsible for the outcome and performance of clearly defined objectives, and may have limited responsibility for the oversight of people (staff) and resources (budget), which includes leading the work of lower level technical and/or clerical staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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<tr>
<th>FREQUENCY</th>
<th>BAND/ GRADE</th>
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<tr>
<td>1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.</td>
<td>Daily 30%</td>
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<td>2. Supervises the day-to-day activities of an assigned area of responsibility, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; monitors and ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.</td>
<td>Daily 30%</td>
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<td>3. Performs advanced and/or complex technical work in assigned area of responsibility.</td>
<td>Daily 20%</td>
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<td>4. Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.</td>
<td>Daily 10%</td>
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<td>5. May prepare a budget which includes preparing cost estimates for budget recommendations; submitting justifications for budget items; and monitoring and controlling expenditures.</td>
<td>Weekly 10%</td>
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## MADISON AREA TECHNICAL COLLEGE

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<td>6. Performs other duties of a similar nature or level.</td>
<td>As Required</td>
<td>N/B</td>
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TRAINING AND EXPERIENCE (positions in this class typically require):
Associate's degree or two-year technical certificate from an accredited college or university in a field related to area of assignment; and five or more years of related experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.
KNOWLEDGE (position requirements at entry):
Knowledge of:
• Supervisory principles;
• Administrative program management principles, practices, and techniques;
• Program supervision, planning, and administration principles and practices;
• Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
• Recordkeeping principles;
• Budgeting principles;
• Computers and related software applications.

SKILLS (position requirements at entry):
Skill in:
• Supervising administrative programs and/or technical functions;
• Planning, coordinating, and implementing program components and activities;
• Analyzing processes and making recommendations for improvement;
• Interpreting and applying applicable laws, rules, and regulations;
• Ensuring compliance with applicable internal and/or external program requirements;
• Preparing a variety of records and reports;
• Monitoring and maintaining administrative program budgets;
• Monitoring and evaluating the work of lower level staff;
• Using a computer and related software applications;
• Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

PHYSICAL REQUIREMENTS:
Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
CLASSIFICATION HISTORY:
Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (DG)
Date: (05/2010)