



SUPERVISOR

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Supervisor
Classification Code:	SUPRVS
Effective Date:	7/1/2011
Pay Grade:	C41–C43
FLSA Status:	Exempt

Classification Summary

Supervisor is a broad, working classification responsible for planning and overseeing the operational and support functions, establishing appropriate procedures for execution of short and medium term operational plans consistent with the goals and priorities established at higher levels. Responsibilities will vary in accordance with assigned area of responsibility and includes supervising staff to include assigning, monitoring, and reviewing work; assisting with or independently establishing project deliverables and timelines within the scope established at higher levels; assisting with the development and administration of functional budgets; designing operational systems related to area of assignment; performance of administrative and technical work and delivery of services; providing technical direction and problem resolution related to program services and activities; preparing internal and external reports as required by appropriate parties.

Contributing Level – Knows fundamental concepts, practices and procedures of assigned field; work is generally routine and instructions are generally detailed; little evaluation, originality or ingenuity is required.

Journey Level – Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.

Advanced Level – Possesses and applies a broad knowledge of principles, practices and procedures of a particular field or multiple fields to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions.

Distinguishing Characteristics

- This is the first level of the personnel management series (C41-C43). The next level is Associate Manager (C44-C45/C51-C52).
- Supervisors make process decisions and decide how to best achieve the objectives, standards or guidelines established by higher level management.
- Supervisors are differentiated from Associate Managers in that Associate Managers oversee operations of administrative, professional, specialized and technical staff within specific or multi-disciplinary fields.

Essential Duties	
<i>The duties listed below are a typical sample; position assignments may vary.</i>	
Management Track	
1	Manages and supervises staff to include: prioritizing, assigning, monitoring and reviewing work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
2	Participates and assists in developing and maintaining internal operations for assigned programs.
3	Responsible for coordinating work flow, materials, contracts, and meeting specific deadlines and deliverables.
3	Performs advanced and/or complex technical work in assigned area of responsibility.
4	May coordinate department-wide initiatives for the enhancement and improvement of service delivery.
5	Represents the City at a variety of meetings, public events, training sessions, on committees, and/or other related events in order to present, receive, and convey information.
6	Develops and implements plans to ensure applicable Federal, State, and local laws, rules, regulations, laws, and policies are complied with.
7	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations and procedural proposals to department heads based on findings.
8	Conducts research on new programs, philosophies, methodologies, and other applicable items. Identifies, develops and implements new and/or revised programs or operational systems.
9	Participates in preparing and monitoring budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; controls expenditures.
10	Actively supports an inclusive and respectful work environment.
11	Performs other duties of a similar nature or level.

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
Training & Experience: Associates Degree or two year technical certificate in a related field; and sufficient experience as necessitated by the competency level of the position.	
<ul style="list-style-type: none"> • Contributing Level: 2 years of lead experience, or 0-1 year of supervisory experience plus working knowledge of functional area, or 2 years supervisory experience. • Journey Level: 2 years of supervisory experience plus 1 year experience in functional area. • Advanced Level: Bachelor's degree in a related field, and 2 years of supervisory experience plus 1 year experience in functional area. 	
Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • Based upon assignment, specified licenses and/or certifications may be required. • Valid Oregon Driver's license at time of appointment, depending on area of assignment. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Supervisory principles; • Principles and practices and systems of assigned area of responsibility; • Policy and procedure development practices; • Basic budget development and monitoring principles and practices; • Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes; • Inclusive and respectful work place practices. 	

Qualifications

Skills Required: *(Demonstrated skill in performing the following)*

- Creating, modeling, and maintaining a respectful and inclusive work environment;
- Developing and monitoring safe work practices, and managing hazards in accordance with best practices;
- Monitoring and evaluating employees;
- Assisting with or independently establishing project deliverables and timelines within the scope established at higher levels;
- Developing, evaluating, recommending, and implementing processes and procedures;
- Interpreting and applying Federal, State, and local laws and regulations;
- Coordinating and executing multiple projects or tasks;
- Analyzing complex information;
- Conducting research and preparing reports;
- Managing budgets;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, management, City officials, City Council, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees, supervisors, and others from diverse backgrounds.

Physical Requirements

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.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2011.07 – Adopted

2012.08 – Revisions by HR

2014.07 – Revisions by HR

2016.04 – Revisions by HR; Previous revisions made to Supervisor/Associate Manager classification