



SUPERVISOR/ASSOCIATE MANAGER

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/Associate Manager
Classification Code:	MGRASO
Effective Date:	7/1/2011
Pay Grade:	C44-C45/C51-52
FLSA Status:	Exempt

Classification Summary

The Supervisor/Associate Manager is a broad, working management level classification responsible for planning and overseeing the daily operations of a professional and/or specialized function, including the development 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 may include; managing professional, specialized, and field technician 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; developing and implementing compliance plans; developing policy proposals and actions for consideration by council, designing operational systems related to area of assignment; and preparing internal and external reports as required by appropriate parties.

Distinguishing Characteristics

- This is the first level in the management series. Incumbents may follow a management and/or professional career track.
- Supervisor/Associate Managers make process decisions and decide how to best achieve the objectives, standards or guidelines established by higher level management.
- Supervisor/Associate Managers are differentiated from Manager/Program Managers in that the higher level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

Management Track

- 1a. Management Track: 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

Essential Duties	
	environment; and, making hiring, termination, and disciplinary recommendations.
1b.	Professional Track: Manages complex program and/or project areas.
2	Participates and assists in developing and maintaining strategic planning processes and internal operations for assigned programs.
3	Responsible for coordinating work flow, materials, contracts, and meeting specific deadlines and deliverables, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and/or standards.
3	May coordinate department-wide initiatives for the enhancement and improvement of service delivery.
4	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.
5	Develops and implements plans to ensure applicable Federal, State, and local laws, rules, regulations, laws, and policies are complied with.
6	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations and policy proposals to department heads based on findings; prepares internal and external reports.
7	Conducts research on new programs, philosophies, methodologies, and other applicable items. Identifies, develops and implements new and/or revised programs or operational systems.
8	Participates in preparing and monitoring budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; controls expenditures.
9	Actively supports an inclusive and respectful work environment.
10	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:	
<ul style="list-style-type: none"> • Bachelors Degree in a related field; and 5 or more years progressively responsible experience in a field related to area of assignment; including 1-2 years of supervisory or lead experience. <li style="text-align: center;">OR • Associate's Degree or two year technical certificate in a related field; and 5 or more years of related experience. 	
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; • Project and program management principles; • Public relations principles; • 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; • Research methods; • 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

Position may be sedentary or light work depending on assignment.

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.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

Classification History

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

2010.11 – Revisions by HR

2011.07 – Adopted