



City of Irving Job Description (Traffic & Transportation) Office Supervisor

FLSA Status:	Non-Exempt	Job Department:	Traffic & Transportation
Job Code:	09011	Reports To (Job Title):	Transportation Director

PURPOSE

To provide direct administrative, operational, and financial support to all the divisions of the designated Department. Manage the department's business operations, functions, including accounting, budgeting, customer service, and administrative support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise assigned staff member, which includes assigning, monitoring, and evaluating work and providing input on hiring and/or discipline.
- Oversee preparation of annual budget, including creating, monitoring reports.
- Prepare and monitor annual budget analysis report, including reconciling reports from City Accounting Department, verifying year to date account listing of data entry specifications, and preparing documents / spreadsheets as needed for supporting information.
- Maintain files to support budget, purchasing, fund receiving and disbursement, and other job functions.
- Review purchase requests, Departmental Disbursement Requests (DDR's) and travel expense requests, including verifying account numbers and fund availability, ensuring correct paperwork is forwarded to appropriate City departments, and disbursing checks.
- Manage department accounting functions, including vendor contracts, payroll, and accounts receivable and payable.
- Use discretion while providing clerical support in the handling of confidential matters and while contacting municipal officials.
- Coordinate complex events, which includes managing multiple logistics, such as site selection, registration, and complaint resolution; Coordinate with other City departments regarding business issues.
- Proofread documents, records, and/or forms.
- Compute wages, taxes, premiums, commissions, and payments, which includes reconciling invoices with purchase orders.
- Manage appointment calendars, including making travel arrangements.
- Maintain databases of key information, including databases for creating mailing labels.
- Tally, track, sort, file, assemble, and deliver various records and packets including bids, invoices, payments, applications, requests for service, purchase card expenditures, and information pamphlets.
- Contact outside agencies, vendors, and individuals to find answers to questions and resolve complaints.
- Record and/or transcribes meeting minutes, including taking dictation.
- Greet and assist visitors, including answering questions and finding requested information; Answer multiple telephone lines, which includes answering inquiries, transferring callers, and recording and conveying messages.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide financial information for Department, Divisions and Financial Services Department.
- Notarize documents.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise as many as 3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop, administer, monitor and coordinate \$9,000,000 Budget for Transportation Department, Street Division, Transportation Summit and the Automated Red Light Program.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university with major course work in accounting finance or closely related field.

EXPERIENCE

- Three (3) years of related experience including at least one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license required.

KNOWLEDGE OF

- Budgeting and Accounting: Budgeting and accounting principles and practices, including accounts payable and accounts receivable.
- Construction / material contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Supervision: Personnel motivation, interviewing, hiring oversight, evaluation and discipline.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: the structure and content of the English language, including the meaning of words and grammar.

- Office Systems: Administrative and clerical procedures and systems such as word-processing systems and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Management and Decision Making: Determining how money will be spent to get work done and accounting for expenditures.
- Self-Management: Working well independently and without supervision.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse office equipment including computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Contact with highly varied groups. City Employees inside and outside our department, Management, Council, Committee's, and Vendors. Outside Governmental Agencies.

EQUIPMENT AND PROPERTY

Computer, printer, copier, scanner, fax, Modern Office Equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or sit. Frequently, s/he is required to carry, lift up to 10 pounds, stand, walk, and/or talk. S/he occasionally must pull, push, drive a vehicle, and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.