



## **Job Specification**

**Job Title: Administrative Supervisor II**  
**BCAT Code: 500X AC**  
**Pay Grade: G10**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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### **General Description**

Performs administrative work supervising a mid-size staff or functional area within a department or college.

### **Examples of Duties**

- Schedules, supervises, trains and evaluates support staff in a department or college.
- Coordinates ceremonies, workshops or other special events.
- Maintains various departmental records.
- Monitors departmental budget; may coordinate purchasing and approve expenditures.
- Manages daily office operations.
- Prepares departmental reports such as annual reports, etc.
- Coordinates personnel forms for a department or college.
- Prepares various correspondence.
- Monitors compliance with departmental policies and procedures; reviews and investigates exceptions to policies and procedures.
- Develops various programs for staff and faculty.
- Advises student organizations.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of office policies and procedures.
- Considerable knowledge of computer operation and software.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to supervise others.

### **Minimum GSU Hiring Standards**

Bachelor's degree and one-year supervisory experience; or a high school diploma or GED and five years administrative experience, including three years supervisory experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*