

# Market Range Detail - Administrative Supervisor

## Effective Date

October 23, 2006

## Market Range Title Description

Positions in this market range title perform similar duties in respect to staff supervision as the Administrative Staff Supervisor. Additionally, the Administrative Supervisor is tasked with facilitating the operations of department programs and/or services, developing policies and/or procedures for the area of responsibility, managing budgets, implementing improvements to processes, completing performance management and evaluation for subordinates (which includes evaluating staffing needs and workload trends, recommending new positions), establishes and modifies office systems, and responsible for resolution of daily departmental and personnel problems.

## Market Range

### Minimum Hourly Rate

\$19.52

### Midpoint / Hiring Maximum

\$23.74

### Maximum Hourly Rate

\$27.96

## Likely Minimum Qualifications

- High school diploma or GED
- 4 years of progressively responsible administrative experience which includes 2 years functioning in a supervisory or lead capacity
- An Associate's Degree may be preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Administrative Supervisor
- Customer Svcs Supervisor
- Information Spec Supv-Courts
- Juvenile Unit Supervisor
- Program Planning Admin Supv
- Adult Unit Supervisor
- Division Supervisor-Technical
- Information Spec Supv-STAR
- Office Operations Supervisor
- Support Services Supervisor
- Assist. Elections Officer
- Electronic Document Mgmt Tech Supv
- Inventory Control Supervisor
- Park Supervisor
- Voter Registration Supervisor

## Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.