

ADULT & COMMUNITY EDUCATION (ACE) SUPPORT SUPERVISOR

Definition

Supervises and performs a wide variety of operational, logistical, and administrative tasks in support of a major unit or subfunction in Adult and Community Education (ACE), and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Supervises and performs a variety of operational, administrative, and logistical tasks in support of ACE programs or activities; oversees, supports, and assists with management of divisionwide instructional sites or supervises finance or functional application support (technology) units; participates in the selection, assignment, and supervision of subordinate personnel; supervises the utilization and maintenance of business office management and communication technology required to carry out assignments; receives phone and written inquiries and requests and provides information or takes appropriate action based on prescribed procedures and policies; may serve as the office resource in computer utilization and applications and organizes computer training for the assigned office staff; may process or supervise the processing of a variety of documents which requires thorough knowledge of ACE regulations and appropriate federal, state, and/or local laws; and, as required by operational or organizational necessity, may act for a specialist, coordinator, or other administrator in his or her absence.

Supervision Received/Given

Receives general supervision from a coordinator. Supervises evaluates, instructs, and assists lower-graded full-, part-time, and/or hourly employees, as assigned.

Education/Experience/Skills

Any combination of education and experience equivalent to graduation from high school, plus six years of progressively more responsible experience in an area of expertise related to the programs and functions of the assignment. Thorough knowledge of practices, procedures, and policies of the assigned subfunction or team; ability to analyze and interpret data and reach sound conclusions; ability to work independently with minimum supervision; ability to communicate effectively, both orally and in writing; use of initiative and independent judgment; demonstrates effective organizational skills and supervisory skills; and excellent human relations skills.



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