

CITY OF CARSON

Title: SUPERVISOR - CENTRAL SERVICES

Job Summary:

Under direction, plans, coordinates and directs central services operations and functions, including reproduction, telecommunications, mail handling, employee lounge and records management, reception and performs data technical support.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Supervises personnel in the performance of reproduction, reception, mail handling, telecommunications, employee lounge and records management services.
2. Prepares sectional budget and controls expenditures.
3. Coordinates inventory and supply procedures.
4. Establishes standards of performance.
5. Analyzes and makes numerate recommendations on productive output in order to disclose areas needing improvement and to forecast future requirements for personnel, supplies, services and equipment.
6. Enforces rules and regulations; makes periodic inspections of work in progress and inspects work upon completion.
7. Assists in the administration of service contracts associated with the maintenance, repairs and services.
8. Prepares reports and correspondence; maintains records on status of operation; establishes and enforces practices and procedures.
9. Meets with supply vendors and obtains bid information and proposals; evaluates bid information and makes purchase recommendations.
10. Coordinates telephone repairs and installations.
11. Coordinates data and cable installations on network.
12. Prioritizes and assigns work schedules.
13. Monitors the destruction of city records.
14. Assists subordinates with work activities.
15. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

High school degree or equivalent. Approximately three (3) years of full-time paid increasingly responsible experience in reprographics, telecommunications, and data including two (2) years of supervisory experience.

Knowledge of:

- . Principles of supervision and training.
- . Office practices and procedures.
- . General record keeping practices and procedures.
- . Budget preparation and control.
- . Methods, materials, tools and equipment used in the operation of reproduction, mail handling, telecommunication and cafeteria
- . Safety and safe work practices.

Skill and Ability to:

- . Efficiently and effectively manage the Central Services Division of the Administration Department.
- . Estimate costs and develop section budget recommendations.
- . Monitor and control budget expenditures.
- . Maintain accurate records.
- . Supervise and train personnel
- . Effectively communicate orally and in writing.
- . Meet approved minimal physical and medial standards.
- . Establish and maintain effective work relationships with others, vendors and contractors.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform lifting, pushing and/or pulling of objects which does not exceed 50 pounds and is an infrequent aspect of the job.
- . Is subject to inside and outside environmental conditions.
- . May be required to use personal vehicle in the course of employment.