JOB DESCRIPTION

Operations Supervisor

Definition of Class
The incumbent in this position coordinates the daily administrative activities of assigned areas to ensure maximum efficiency and effectiveness. Incumbent also has the responsibility of coordinating and developing recommendations on office procedures, organization policies, and schedules for the department. The incumbent relieves supervisor of routine duties and has the authority to exercise discretion and judgment in a wide variety of areas.

Examples of Work Performed
Supervises and coordinates the daily administrative activities and provides clerical support of assigned areas and maintains master office calendar and organizes staff to meet scheduled peaks in work activities.

Completes departmental SAP requirements such as Physical Plant work orders, Telecommunications orders, Purchasing requirements, travel, and the entry of time.

Monitors all Personal Leave and Major Medical leave, considering work schedules and office demands. Handles University leave problems in SAP.

Communicates with various departments and individuals throughout the production, duplication, and distribution of various printed materials.

Interprets committee and council minutes in order to make appropriate policy revisions.

Assists in the preparation of agendas and routine office functions such as correspondence and calendar.

Maintains timelines for job completion and monitors completion of tasks.

Takes cash payments and makes deposits for the department.

Updates departmental website and digital signage. Post events through the University event management program.

Handles special projects for the office and other projects as assigned.

Manages the departmental procurement card and monitors the office budget.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the daily administrative activities for the department.
2. Assists in preparation of agendas, correspondence, and calendars.
3. Handles all SAP department requirements and coordinates department projects as assigned.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as-needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and talk or hear. The incumbent is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls.

Experience/Educational Requirements:

Education: High School Diploma or equivalent (GED).

AND

Experience: Two (2) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

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