

SUPPLEMENTAL JOB DESCRIPTION

Classification: Supervisor I

Function Code: 8560-035

In-House Title: Regional Supervisor

Date Established: 8/15/88

Position Number: 21558

Date of Last Amendment: 11/23/15

Employee:

Supervisor: Jennifer Codispoti

SCOPE OF WORK: Planning and supervising the daily operations and maintenance functions of the Welcome and Information Centers (WICs) within an assigned region and implementing work assignments for subordinate employees for the Bureau of Visitor Services, Division of Travel and Tourism Development (DTTD), Department of Resources and Economic Development, under the direction of the Bureau Chief or designee.

ACCOUNTABILITIES:

- Interviews and recommends for hire, trains, supervises, schedules and evaluates Information Center I and II employees for assigned WICs.
- Performs administrative duties including completion of payroll, reports, and schedules.
- Supervises WIC maintenance and operation, including planning projects and obtaining cost estimates. Manages vendor contracts. Coordinates and schedules contract work.
- Analyzes, evaluates, and updates safety policies, rules, and regulations.
- Plans, organizes and evaluates maintenance operations for WICS to efficiently care for state buildings and grounds. Supervises repairs and has knowledge of plumbing, electrical and building maintenance to ensure quality workmanship, and uninterrupted functioning of the WICs. Assists Bureau Chief in inspection of contract work to ensure compliance with terms and quality control.
- Manages the WIC supply inventory; providing analysis, recommendations, and tracking of supply inventory and usage.
- Prepares purchase orders and requisitions for supplies and equipment to keep the WICs up to approved standards.
- Provides operational recommendations for improvements, including capital projects, of each site throughout the system, and prepares regular operations reports with narrative summary of data as necessary.
- Works collaboratively with Customer Service Supervisor and Marketing Team to implement Division initiatives. Assists other Bureau of Visitor Services and Division staff as needed.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree from a recognized college or university, preferably with a major in engineering, facilities management, business administration, public administration or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years’ experience in maintenance, construction, management, inventory control, facilities management or customer service plus one year of supervisory experience in the above areas. If related to the program area, the supervisory experience will count as part of the two years’ total experience. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Applicant must possess a valid driver’s license. The applicant’s Motor Vehicle Record (MVR) must meet the minimum standards as established by the hiring agency.

SPECIAL REQUIREMENTS:

- Must have proficiency in Microsoft Word/Excel, professional writing skills, and be detail oriented.
- For appointment consideration, Supervisor I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.

DISCLAIMER STATEMENT: The supplemental job description lists essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of this supplemental job description with my supervisor.

Employee’s Name

Employee’s Signature

Date Reviewed

Supervisor’s Name and Title: Jennifer Codispoti, Administrator I, #19673

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor’s Signature

Date Reviewed


HA

11/23/15

Human Resource Administrator

Date Reviewed