

**PUBLIC WORKS OFFICE SUPERVISOR**  
(City of Olean)

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the day-to-day business management and account-keeping activities of the Department of Public Works. Duties include assuring that the office work flows smoothly, and the performance of special tasks as assigned by the department head. Work is performed under the general supervision of the department head. Direct supervision is exercised over the work of subordinate clerical employees. A Public Works Office Supervisor does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Supervises the public works central office staff;
- Supervises routine computer operations;
- Supervises and participates in the maintenance of departmental records and archives;
- Reads sewer and utility maps and issues permits to contractors and property owners;
- Supervises and participates in the preparation of payrolls and work orders;
- Assists in the maintenance of departmental budget accounts;
- May perform special projects as assigned by the department head such as researching records, determining work flow and priorities and cost studies;
- May submit or supervise the submission of reimbursement vouchers to New York State or other entities;
- Supervises and maintains inventory of office supplies for department;
- Instructs subordinates in Federal, State and Department of Public Works and/or City safety regulations and ensures compliance.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern office practices, procedures and equipment; good knowledge of the operation of a public works department; ability to learn modern governmental personnel procedures; ability to maintain and research governmental financial records; ability to read and interpret utility maps; ability to communicate effectively with others, both orally and in writing; ability to adapt to a variety of assignments; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of a bachelor's degree in business administration, secretarial science or a closely related field and one year of business administration or office management experience; or
- (b) Possession of an associate degree in business administration, secretarial science or a closely related field and three years of business administration or office management experience; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five years of business administration or office management experience; or

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/8/2015

Revised: 10/25/2023