Missouri Department of Transportation Job Description

Job Title: Division Administrative Support Supervisor

Title Code: R01147

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office - Program Delivery

Effective Date: 10-01-2025

Replaces (Effective Date): 12-16-2024

General Summary

The division administrative support supervisor is responsible for supervision of multiple staff and the administrative support functions of the various divisions of Program Delivery, including operating budgets and benefits. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET and six years of progressively responsible experience in administrative support positions, **OR**
- Two years of college or Associate's Degree in Business Administration or related field and four years of progressively responsible experience in administrative support positions.

Special Working Conditions/Job Characteristics

Examples of Work

1. Develops and monitors the division's operating and personal services budget under the direction of the division head; coordinates budget transfers, revisions and adjustments; and oversees expenditures to ensure compliance with established purchasing policies, procedures, guidelines, regulations and laws.
2. Serves as benefits representative for the division, assisting staff with insurance, deferred compensation, workers' compensation, cafeteria plan, moving expenses, educational reimbursement, retirement, training programs and employment issues.
3. Prepares personnel transaction notifications for entry into the personnel/payroll system, updates employee information, maintains benefit/payroll files, and completes additional tasks required when hiring, separating and promoting employees.

4. Prepares, tracks, and reports on the state planning and research budget for the department and coordinates with the operating budget for the division.
5. Provides administrative support to division supervisors, in coordination with the Human Resources Division, regarding personnel issues such as interviewing, hiring, disciplinary actions, and termination; completes necessary paperwork and correspondence.
6. Prepares and/or supervises the preparation and maintenance of recurring and special reports, and the development and maintenance of electronic databases, reports and graphics.
7. Conducts research for division management, provides guidance to division staff regarding financial policies and procedures, provides training and support regarding the automated financial management system, and conducts new employee orientation for the division.
8. Coordinates and compiles data for sunshine requests; distributes, provides follow up, and tracks responses for fiscal notes.
9. Performs supervisory responsibilities.
10. Performs other responsibilities as required or assigned.