

Supervisor Job Description

Definition

"Supervisor" means an employee who has authority, in the interest of the employer, to hire, transfer, promote, discharge, direct, reward or discipline employees, or to adjust employee grievances, or effectively recommend such action, if the exercise of the authority is not of a merely routine nature but requires the consistent exercise of individual judgment.

Duties: As a representative of administration, support the College mission, vision, strategic plan, and goals and management decisions; establish unit/program/department mission and goals.

- Interpret and ensure self and subordinate employees are in compliance with College and department policies, and laws;
- Provide leadership and manage the unit/program/department; make decisions; solve problems; develop unit procedures; develop records/files; conduct meetings; represent unit/department/program at internal and external meetings;
- Manage the employee hiring process; develop or update job descriptions; develop performance expectations, identify essential functions and knowledge, skills and abilities required; respond to questions pertaining to the need for background checks; assign work shifts; complete position requisition forms; form selection committees, if applicable, and ensure compliance with College processes for interview and selection of employees;
- Manage employees and team performance; provide new employee orientation; train or provide adequate training for employees; coach, counsel and motivate employees; evaluate employees; investigate complaints or performance concerns; implement disciplinary action as needed and in consultation with appointed authority and/or Human Resources;
- Manage and ensure effective employee relations; create an ethical, non-discriminatory and safe work environment; establish effective communication lines/methods; identify and solve employee problems; manage conflict, respond to grievances;
- Accept resignations; initiate terminations;
- Approve leave and overtime; complete or review and sign time sheets;
- If applicable, establish and manage a budget; approve expenditures; initiate and sign appropriate paperwork.

Supervisor Performance Expectations:

Supervisors must perform the duties as outlined in the supervisor job description in addition to their regular work assignments, which comply with College policies and laws to create a cooperative, safe, respectful, and quality work environment.

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