

SURVEY SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory survey work involved in planning, assigning, and coordinating the work of survey workers.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Plans, supervises, and coordinates the work of survey field workers.

Contacts survey workers for full utilization of time to complete survey; resolves problems encountered by the field survey worker.

Participates in training survey workers on the method of approaching the public, asking questions and recording answers.

Submits progress reports of the field workers.

Communicates with central office on problems encountered with on the survey.

May tally and prepare statistical reports on answers to specific questions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the nature, scope, and objectives of survey or census enumeration work.

Ability to apply survey procedures.

Ability to locate specified sample addresses in the conduct of survey or census.

Ability to supervise the work of others.

Ability to interview the public following specified outline on questionnaire.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of experience in survey work dealing with the collection and interviewing of persons for statistical purposes; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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