



CLASSIFICATION NO. 621  
FLSA: Non-Exempt  
Established: 3/18, 6/22  
EEO: 5

## **ADMINISTRATIVE SPECIALIST 1**

### **CLASS CHARACTERISTICS**

Under general supervision, to perform and coordinate varied administrative projects and assignments for a designated department or division management and/or related programs; to develop, recommend and implement administrative and office management policies and procedures; to compile data and research; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Specialist series is used by County departments or divisions for positions which provide paraprofessional administrative support to large workgroups, programs, and/or management. Administrative Specialist 1 positions perform administrative duties and conduct research or studies to ensure the smooth flow of services and operations which may include tracking, scheduling, and delivery of services. Incumbents in this classification may provide direct support to management on routine issues.

The Administrative Specialist 1 differs from the Office Specialist series due to the greater responsibility for administrative and analytical responsibilities; and from the Administrative Specialist 2 which has more authority to interpret and analyze laws, rules, policies, and procedures and apply those interpretations to specific situations in order to provide more complex administrative assistance to management.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists with long-term department/division projects or programs; short and long-term organizational planning; scheduling and preparing for meetings; coordinates workflow and activities between County divisions, departments, and outside agencies as needed.
2. Compiles data and prepares regular and periodic reports to assist in the evaluation of operations and services or to document compliance; conducts surveys and researches source documents; maintains computerized data bases; compiles statistical information for analysis; reviews reporting requirements and technical materials; interprets data, recognizes common irregularities and reports those to supervisor.
3. May assist director/manager with administrative duties; provides independent administrative support to other managers and workgroups as needed to coordinate work flow; represents management at various meetings and conferences; prepares, compiles or edits reports and other materials for use in operational planning and processes, and public meetings; manages calendar and scheduling of various appointments, meetings and conferences.

4. Provides centralized control for response to customer service issues; clarifies, resolves or assigns public inquiries and complaints to appropriate personnel for resolution; provides information and prepares and edits written materials regarding department/division services, activities, programs, projects and personnel; interprets relevant policies, procedures, laws and regulations.
5. Processes accounts payable, billings, and reports; reviews and verifies fiscal reports for accuracy; investigates and corrects errors to ensure compliance with established procedures and policies; uses basic math to perform computations.
6. Tracks and updates credentialing or re-credentialing, certifications, memberships, and other licensures for staff; coordinates staff training and travel; plans, prepares, and presents workshops for agency staff, clients, or the public; assists staff in locating necessary resources for programs or procedures.
7. Provides staff support to internal advisory and operating committees; may provide staff support for external committees; coordinates meeting schedules, agendas and materials; records minutes; develops and writes staff, budget and planning reports, correspondence and research papers; presents studies and reports at work sessions and public meetings.
8. Gathers and assembles annual and supplemental budget documents within established budgetary and operational regulations and guidelines; gathers and compiles budget information from management staff; prepares budget adjustments and recommendations; monitors budget requests, expenditures and revenues for accuracy and appropriate budget accounts; maintains fiscal records.
9. Establishes, revises and recommends administrative, office and general fiscal procedures, systems and workflow processes; monitors activities to ensure conformance with adopted department/division work plans; researches and reports on existing methods and recommends improvements to practices and procedures, and to coordinate department/division functions; develops and maintains operating or procedures manuals.
10. Participates in the administration and preparation of contract documents, grant applications and bid materials; provides administrative review of vendor/contractor performance to ensure compliance with contract provisions and timelines; reviews and/or coordinates documents, records, or applications for completeness, accuracy, and compliance with rules; determines and explains action necessary to achieve compliance or approval.
11. Maintains inventory of supplies; acts as liaison to vendors in researching purchase options and resolving problems; may be Technology Services contact for technology issues or supplies.
12. May act as liaison to County's centralized human resources administration; researches personnel rules, issues and processes to provide information to department/division management and staff; completes forms and monitors personnel processes for compliance with County policies and procedures; under direction, prepares sensitive correspondence; completes and audits department/division payroll time sheets for reporting errors; applies staff time to appropriate budget/project numbers; develops and maintains department/division employee records.

## **REQUIRED KNOWLEDGE AND SKILLS**

**Considerable knowledge of:** Principles and procedures of office management and administration; English spelling, punctuation, grammar, and composition; arithmetic, clerical/accounting principles and processes.

**Thorough knowledge of:** Applicable program policies and procedures and/or rules, regulations and statutes depending upon assignment of duties and responsibilities.

**Working knowledge of:** Techniques and principles of supervision and training; fiscal monitoring and planning methods; governmental budgeting techniques and procedures; principles, procedures, and techniques of research and program administration; office equipment, including computer systems and software programs such as word processing and spreadsheets and their functions/capabilities; public relations techniques and concepts; statistical calculations.

**Skill to:** Organize and maintain office/administrative systems and procedures; understand, interpret and apply County and department policies and procedures, and technical materials; communicate effectively, both orally and in writing; compose correspondence requiring a high degree of initiative and judgment; conduct independent research; define administrative problems and recommend and implement solutions; collect, evaluate and summarize data; prepare and present clear and concise reports; establish and maintain effective working relationships with County employees and officials, contracted service providers, other governmental agencies, citizen groups and the public; operate office equipment; train staff.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which will include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies and Housing Authority must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s)

must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/20