



CLASSIFICATION NO. 622
FLSA: Non-Exempt
Established: 3/18
EEO: 5

ADMINISTRATIVE SPECIALIST 2

CLASS CHARACTERISTICS

Under general supervision, to perform a variety of highly responsible administrative projects and assignments for County director or managers; to develop, recommend and implement administrative and office management policies and procedures; to assist in budget preparation and control; 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 2s have some authority to interpret and analyze laws, rules, policies, and procedures and apply those interpretations to specific situations to provide more complex administrative assistance to management.

Incumbents conduct research or studies to directly assist management in developing and meeting immediate and long-range fiscal and operating goals, and with assigned authority, may act on behalf of management.

The Administrative Specialist 2 differs from the Administrative Specialist 1 as the latter does not typically provide complex direct support to management but coordinates administrative projects and assignments to ensure the smooth flow of services and operation; and from the Executive Assistant which provides more advanced and confidential support to executive-level positions, such as directors or elected officials. The Administrative Specialist 2 also differs from the Office Supervisor which has office management and full supervisory responsibilities for various office and/or technical support personnel assigned to functional areas; and from the Management Analyst series which applies management principles for planning and evaluating administrative, fiscal and operational systems and policies.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists director/manager with administrative duties; independently provides administrative support to other managers and workgroups as needed to coordinate work flow; represents and acts on behalf of management at various meetings and conferences with assigned authority; prepares 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.
2. Establishes, analyzes, revises and recommends administrative, office and general fiscal procedures, systems and workflow processes; monitors activities to ensure conformance

with adopted department/division work plans; analyzes existing methods and recommends improvements to practices and procedures, and to coordinate department/division functions; develops and maintains operating or procedures manuals.

3. Prioritizes and summarizes critical or urgent issues directed to the department or division manager; directs inquiries from the public, employees, supervisors, and other staff to appropriate individuals other than the manager; conducts follow-up investigations on unresolved complaints; may prioritize, reallocate time, and schedule for department or division management.
4. Acts as liaison to County's centralized human resources administration; researches personnel rules, issues and processes to provide information to department/division management and staff; under direction, prepares sensitive correspondence regarding discipline, grievances and discharge; completes forms and monitors personnel processes for compliance with County policies and procedures; 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.
5. Provides staff support to internal and external advisory and operating 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.
6. Prepares and/or coordinates 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, including analyzing and/or estimating resources and needs; supports management in budget forecasting; administers budget line items as assigned; monitors budget requests, expenditures and revenues for accuracy and appropriate budget accounts; maintains internal fiscal records.
7. 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; prepares, reviews, and/or coordinates documents, records, or applications for completeness, accuracy, and compliance with rules; determines, researches, and analyzes to explain action necessary to achieve compliance or approval.
8. May lead special projects on behalf of division or department management involving research, analysis, coordination, and/or synthesis of information.
9. May act as department liaison to elected officials for policy sessions and business meeting agendas; coordinates scheduling; composes, reviews, and modifies staff reports, contracts, and supporting documents to ensure policy conformance, accuracy, and completeness.
10. May train, schedule and lead the work of support staff; assigns and reviews work; may participate in the hiring of staff and/or preparing performance evaluations.

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: Techniques and principles of supervision and training; applicable program policies and procedures and/or rules, regulations and statutes depending upon assignment of duties and responsibilities.

Working knowledge of: Fiscal monitoring and planning methods; governmental budgeting techniques and procedures; research techniques and procedures; 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; lead or supervise the work of assigned 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 two (2) years 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