



September 2018
Class Code: A-44
FLSA: NON-EXEMPT

ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision, performs a variety of administrative, secretarial, and office support duties requiring thorough knowledge of the department, its procedures, and operational details; provides administrative support to management and departmental staff; composes and prepares correspondence; performs skilled word processing, data entry, typing and generation of reports and graphs; provides information to the public and staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of administrative, secretarial, and office support duties requiring a thorough knowledge of the department, its procedures, and operational details.
- Composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence; coordinates Requests For Proposal (RFP) processes as needed; inputs and retrieves data and text using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Prepares and processes reports, forms, and records, such as payroll, requests for payments, purchase orders, invoices, department credit card billing coding, RFP's, bid packages, and contracts and agreements.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Screens calls, visitors, and incoming mail; receives and responds to calls; provides information to the public, including contractors and vendors; responds to public and staff inquiries and complaints and resolves or refers to supervisor; refers public to the appropriate department source.
- Monitors and tracks department budget expenses; attends budget meetings with department staff.

- Develops and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provides follow-up information to public and staff inquiries.
- Designs and prepares material for print, web, and other media for distribution to the public; updates the District website; assists with video production and photography.
- Organizes the Scientific Technical Services Department's computer, periodical, and book references of literature in vector ecology and related fields for the technical library.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for management approval.
- Monitors vendor contracts for validity, renewal status, services being met, and invoices being paid out.
- Assists the department with GIS applications and related maintenance.
- Works with Human Resources Department staff regarding the department's staffing needs in hiring seasonal employees; schedules and assigns tasks for part-time seasonal staff and interns.
- Provides information to and generates reports related to laboratory activities for other departments.
- Coordinates department administrative support services and activities with other District departments and outside agencies.
- Maintains calendars and makes meeting arrangements; assist department staff in scheduling conference attendance and travel arrangements; arranges for necessary set-up and materials to be available at meetings; coordinates the Vector Technician Exam review and study sessions; assembles study guides.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services provided by a vector control agency.
- General office administration and business practices.
- Multiple reporting databases used in the performance of assigned duties.
- Methods and techniques of graphic design, layout and print production.
- Methods and techniques of categorizing and cataloging scientific research materials.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Payroll policies and guidelines for time sheet processing.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Organize and maintain the District's technical library.
- Interpret, apply and organize biological data.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and four (4) years of increasingly responsible office administrative or secretarial experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.