

METRO

Classification Description

Title: Administrative Specialist III

Job Code: 6007

Pay Range: 09

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established: 2007

Revised:

Classification Summary:

Provide and coordinate administrative, project management, office, committee, and technical support for a designated division or related program. Research, evaluate and prepare information relative to budgets, plans, objectives and performance. Assist in coordinating administrative functions, communications and acts as a liaison to internal departments or other agencies. Duties may include confidential information.

Supervision Received:

Supervision is received from a division manager or other designated supervisor.

Supervision Exercised:

May provide lead direction and training to office staff and administrative specialists.

Distinguishing Features:

The Administrative Specialist III classification is the third level of the administrative specialist series and is distinguished from the Administrative Specialist II classification by: 1) coordinating and performing a full range of administrative services, typically reports to a division manager; 2) the responsibility for complex administrative and technical duties; 3) for independently completing complex department projects; and, 4) by assuming a broader role in division functions and/or the ability to serve as a lead worker.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Plans and coordinates with the division manager a full range of administrative and staff support services.
2. Coordinates, prepares, reviews, monitors and processes proposals, contracts, and grants.
3. Standardizes business procedures and notifies staff of procedural/policy changes, etc.
4. Prepares bid and other materials or transaction agreements and evaluates submittals. Purchases materials, gathers data and prepares regular or periodic reports.

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5. Monitors and analyzes accounting reports for accuracy and budget comparisons.
6. Recommends budget adjustments as necessary and implements procedures to make those adjustments.
7. Processes timekeeping and payroll documents.
8. Ensures activities are in compliance with relevant laws, rules and regulations.
9. Assists in developing annual department budget. Develops preliminary budgets for review and approval by division manager.
10. Generates computer reports for monthly billings or other transactions to allocate specific project charges. Collects, reviews and processes bills for payment.
11. Acts as program representative for a division manager with other departments and the public as required. May interpret policies, program objectives and regulations to the public.
12. Conducts special studies or events for the division manager.
13. Coordinates and assists in supervising administrative, office, and clerical support for division.
14. Keyboards a variety of correspondence, reports, presentations, web site updates, and other materials.
15. Establishes and maintains divisional budgets, databases, and recordkeeping systems.
16. Screens, prioritizes and responds to mail, email, phone calls and visitors or routes to the appropriate person or department.
17. Develops and processes documentation and forms used in the department. Maintains inventory and orders supplies.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

High school diploma or G.E.D. and three years of progressively responsible experience at a senior management level in an administrative support capacity; or any combination of experience and education which provides the applicant with the desired knowledge, skills, and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of a full range of the principles of department-level office management and administration and the ability to apply these principles in a wide variety of projects and assignments
2. Knowledge of departmental office equipment, systems, practices and procedures, budgeting, accounting principles and methods
3. Knowledge of department-related laws and regulations, confidentiality requirements, discretionary functions, and departmental policies and procedures
4. Knowledge of effective verbal and written communication techniques

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5. Knowledge of leadership and functional supervisory principles and practices
6. Ability to plan, organize and oversee the work of other staff
7. Ability to plan and conduct independent studies, evaluate data and prepare and present reports
8. Ability to coordinate and provide quality customer service
9. Ability to establish and maintain effective working relationships with other employees and the public
10. Ability to keyboard 65 wpm. Ability to use a computer, complex word processing software tools for document production, and advanced skill in using spreadsheet, and other software
11. Ability to multi-task, work independently, be proactive, and maintain high organizational practices

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position may require frequent or continuous periods of talking, sitting, fingering, repetitive motions of the hands/wrists, and good general hearing. May also require occasional standing, walking, reaching, feeling, grasping and handling, and the ability to lift or carry up to 20 pounds.