

**Title:** Administrative Lead  
**Job Code:** 8201  
**Pay Range:** 216  
**FLSA Status:** Non-exempt

**Employee Group:** MERC Non-represented  
**Established:** April 2017  
**Revised:** N/A  
**EEO Category:** Administrative Support

### **CLASSIFICATION DESCRIPTION**

Perform and coordinate confidential and the most complex administrative and technical duties in areas such as procurement/contracting, accounting, budgeting, record keeping, and payroll.

### **DISTINGUISHING FEATURES**

The Administrative Lead position is distinguished from the Administrative Technician and Administrative Assistant classifications by performing more complex administrative support tasks, providing lead direction to other administrative staff and serving as the department procurement staff (DPS).

### **DUTIES AND RESPONSIBILITIES**

1. Compiles, verifies and enters data into payroll system; generates payroll reports; and researches and resolves payroll issues.
2. Assists with accounting functions by processing accounts payable and accounts receivable. Reconciles invoices, contracts, settlements and other documentation for accounts payable. Prepares invoices and other accounts receivable documentation.
3. Assists with the implementation and monitoring of assigned department expenditures.
4. Provides technical support and assistance in developing and preparing the operations budget.
5. Composes detailed letters and produces reports from brief instructions or notes; verifies, edits and formats documents and correspondence that can include confidential and proprietary information.
6. Supports management by performing research, providing technical assistance, and making recommendations based on findings. Assists with the development and standardization of procedures based on findings.
7. Assists the public, public officials and other employees in a professional and courteous manner.
8. Coordinates contracting and procurement functions for the department.
9. Arranges, staffs, and coordinates committee, commission and outside agency meetings; makes out-of-town reservations for conferences, transportation, and lodging for department staff.
10. Prepares, reviews, monitors and processes a variety of documents including personnel action forms, contracts, and budgets based on supervisor's general directions.
11. Serves as designated department procurement staff (DPS), which includes selecting

appropriate contract templates and solicitation methods; posting and monitoring informal solicitations to ORPIN and the shared email account; uploading records to records management system; signature authority; serving as department resource and trainer; and attendance at regular meetings.

12. Leads and/or coordinates department administrative staff.
13. Conducts special or periodic studies or projects independently; gathers and compiles data and prepares reports, documents and data displays; coordinates ceremonies, events and retreats.
14. Maintains, and exhibits discretion with, confidential and/or sensitive information.
15. Develops safe work habits and contributes to the safety of self and co-workers.
16. Contributes to a positive team atmosphere.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education/Licensing and Work Experience:**

- Associate's degree in Business Administration, Office Management or related field OR applicable certification required.
- Four years of progressively responsible administrative support, secretarial and general office experience
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

**Knowledge, Skills and Abilities:**

- Thorough knowledge of current office procedures and equipment with emphasis on clerical, secretarial and administrative assistance methods and practices applicable to assigned duties
- Communicate effectively by written, spoken and electronic means
- Work independently and as a member of a team
- Effectively use standard office equipment including business computer software and hardware
- Efficiently perform office responsibilities at the level necessary to carry out assigned duties
- Customer service, interpersonal skills and teamwork
- Read, write, speak and understand English
- Occasional math and problem analysis is required
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Use discretion with confidential and sensitive matters

**Additional Requirements:**

- Successfully pass the background check and screening requirements required for the position

**SUPERVISION EXERCISED**

This position has no supervisor responsibility but provides leadership and guidance to administrative staff and/or employees working on projects.

**RELATIONSHIPS/CONTACTS**

Inside the organization, coordinates assigned responsibilities and efforts with other employees and elected officials at all levels to assure optimal results for Metro and its' clients.

Outside the organization, provides information, answers inquiries from the general public and special interest groups and associations, and provides coordination of services and projects with interested individuals, groups and organizations.

**WORK ENVIRONMENT**

Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills. Minimal physical exertion is generally required. Learned physical skill is required to perform keyboarding and 10-key functions.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*