

ADMINISTRATIVE SPECIALIST

Job Summary:

Under general supervision, conducts studies and analysis of operations in a large division or small department in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects or equipment as staff support to a higher level. Though positions allocable to this class have access to the advice of a higher level manager, incumbents of these positions are expected to independently develop and proceed through the methodology of studies and prepare recommendations for the solution of problems in situations requiring them to consider the advantages and disadvantages of several alternative solutions.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Designs and independently completes various types of studies including collecting, compiling and analyzing various types of data, developing recommendations, and writing reports.
2. Prepares and monitors budget and expenditures; develops and implements operational procedures for the unit to which assigned.
3. Assists in the administration of service contracts to assure compliance.
4. Evaluates the impact of new and revised programs on the objectives of the unit and the unit's budget.
5. Researches and prepares grant proposals.
6. Provides information to and consults with the public.
7. Monitors maintenance of office files and records.
8. Drafts and prepares official correspondence.
9. Requisitions supplies, services, and equipment.
10. Assists in preparing specifications for material, equipment and services.
11. May train and supervise lower level staff.
12. May apply knowledge of data processing systems to procedures of the work unit; assists in the preparation of the unit's budget; maintains effective liaison within the department, with other departments, and other agencies.
13. Represents the division at interdepartmental meetings, with outside agencies, and with vendors.
14. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in an occupationally related field and one (1) year full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- . Personal computer.
- . City organization, operations, policies and objectives.
- . Research and analytical methods.
- . Methods of report presentation.
- . Basic budgeting practices.
- . Basic purchasing practices.
- . Basic personnel principles.
- . Office Management practices.
- . Department or division policy and procedure, including safe working environments.

Skill and/or Ability to:

- . Compile, analyze and evaluate data.
- . Communicate effectively orally and in writing.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain effective working relationships with others.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings and/or weekends.