

CLASS SPECIFICATION
ADMINISTRATIVE SPECIALIST II

PAY GRADE: 55
CLASS CODE: 30003003
EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to a supervisory- or management-level position. Under general supervision, responsible for providing a full range of difficult and complex administrative duties and/or specialized tasks to direct supervisor and staff in support of organizational unit and Bureau/Office programs and projects.

Responsibilities include: creating, updating, and maintaining complex logs, files, indexes, and records systems; scheduling events and meetings for direct supervisor or manager; compiling and editing reports; composing specialized documents and correspondence; checking the work of others for errors; verifying information to be included in documents of public record; gathering information and statistical data; reviewing, evaluating, manipulating, analyzing, and entering data into databases, spreadsheets, and computer systems. Duties include handling confidential information with discretion. Responsibilities are broad in scope, allow for administrative discretion, and are evaluated in terms of timeliness and quality.

DISTINGUISHING CHARACTERISTICS

Administrative Specialist II is the second of three classifications in the Administrative Specialist series.

Administrative Specialist II is distinguished from Administrative Specialist I in that the latter exercises minimal discretion within a narrow scope of work and follows established guidelines and procedures under routine supervision, and the former performs difficult administrative work having greater impact on Bureau/Office operations.

Administrative Specialist II is distinguished from Administrative Specialist III in that the latter exercises discretion and independent judgment on recommendations with significant impact, and provides support and policy recommendations directly to executive-level positions responsible for complex administrative compliance and/or may supervise a small number of employees.

Administrative Specialist II is distinguished from other administrative positions in that the work of the former requires the handling of confidential information related to employee records and actions, labor relations, and/or negotiations and has a greater impact on Bureau/Office programs, projects and functions.

Administrative Specialist II is distinguished from Coordinator I in that the former is responsible for providing a full range of administrative duties and/or specialized tasks to direct supervisor and organizational unit staff and the latter is responsible for planning programs and functions with multiple stakeholders.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Provide confidential support to immediate supervisor and staff; maintain calendars; screen requests for appointments.
2. Type, format, edit, revise, proofread, and print a variety of narrative, statistical, legal, and technical documents and materials ranging from routine to complex; compose documents from rough notes, drafts, modified standard formats and brief verbal instructions; create forms, charts, tables, and spreadsheets involving data manipulation; review documents for accuracy, completeness and compliance with City requirements; develop, revise, and maintain standardized and master documents; compose correspondence, reports, and informational materials; copy materials for internal and external distribution; coordinate mailings.
3. Utilize analysis and information-gathering processes to research and assemble information from a variety of sources for the preparation of records and reports; make arithmetic or statistical calculations; conduct special studies and provide recommendations on organizational, procedural, or other changes.
4. Research and respond to inquiries from employees, vendors, customers, or citizens on unit, program, or project questions and issues.
5. Update and maintain specialized databases and spreadsheets; cross-reference data and identify errors and discrepancies for research and resolution; create reports, analyses, and documents in compliance with regulatory requirements.
6. Prepare paper and electronic records for archiving and retrieval pursuant to guidelines; assist in preparing responses to public records requests.
7. Perform program and project administration assignments in accordance with guidance and instructions given regarding approach and expected results; study and make recommendations on projects; develop and implement program and project goals and objectives; coordinate program and project activities with other Bureau/Office staff and outside agencies.
8. Assist in preparation of program, project, or organizational unit budgets; with direction, prepare program revenue, expenditure analyses, and budget status and monitoring reports.
9. Track contractor performance and contract expenditures; audit and process vendor invoices.
10. Direct the coordination and set up of meetings; ensure that appropriate travel arrangements are made; produce printed materials for participants.
11. Lead, guide, and train other staff within unit.
12. Perform a variety of Bureau/Office-specific program administration functions in area of responsibility.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Utilize computerized work management systems to plan, estimate material, equipment and personnel requirements, and schedule work orders for public works construction in one or more maintenance sections of Bureau/Office.
2. Lead the payroll/timekeeping duties for unit; ensure that pay records are maintained, and that data is entered into payroll and/or timekeeping systems in an accurate and timely manner; ensure compliance with relevant labor contract provisions and City practices; resolve discrepancies and correct errors; train or arrange for the training of employees on timekeeping policies and procedures; research and calculate time for a variety of purposes; exercise tact and diplomacy in dealing with sensitive, complex, and/or confidential personnel issues.
3. Process human resources files, records and employee leave requests; communicate human resources information to employees; process new hire and separation paperwork.
4. Review invoices and supporting documentation for proper authorization; pay invoices, refunds, and employee reimbursements; answer payment inquiries; resolve related issues; post accounts

receivable journal entries and make deposits; audit receivables; perform online purchasing and receiving; maintain and reconcile procurement cards; approve cardholders' transactions in bank financial system; provide reconciliation information to appropriate unit(s).

5. Oversee the disbursement of vendor checks and the receipt and distribution of payroll checks, both paper and electronic.
6. Coordinate expert witnesses, consultants, and outside council activities for legal offices.
7. Draft and publish routine updates to social media.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by a supervisory- or management-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced office skills including typing, scheduling, proof-reading, note-taking, filing, logistics support, timekeeping, and related skills in the use of computers and other office equipment.
2. Ability to learn City organization, rules, policies and procedures, including payroll, accounts payable, human resources policies, labor contract provisions, and those specific to Bureau/Office or organizational unit.
3. Ability to maintain highly sensitive and confidential information, while exercising a high degree of tact, discretion, and diplomacy in sensitive situations; ability to prepare and maintain accurate, concise, and confidential records.
4. Ability to utilize City-specific technology and general office software, including Outlook, Word, Access, and Excel, for complex document production and data management.
5. Ability to organize, set priorities, and exercise sound judgment.
6. Ability to communicate and interact with internal and external customers in a professional and courteous manner, both verbally and in writing.
7. Ability to establish and maintain effective working relationships with Bureau/Office managers and staff, community organizations, other governmental officials, media representatives, and the public.
8. Ability to be flexible and handle shifting and competing work demands.
9. Ability to analyze, interpret, explain, and apply relevant laws, ordinances, administrative rules, and policies.
10. Ability to work independently and with a team of staff who perform similar duties.
11. Ability to use the City's time management system.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: High school diploma or GED;

AND

Experience: Three (3) years of related experience.

Special Requirements and/or Qualifications:

A valid state driver's license may be required for certain positions.

Specific types of experience may be required for certain positions.

Preferred Qualifications:

Course work in public administration, business administration or a field related to organizational unit, or specialized certification or training.

Notary Public certification for certain positions.

Experience working for a public agency.

Budget administration experience for certain positions.

Specific certifications or training for certain positions.

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates:

03/2019 – Update distinguishing characteristics and classification summary