

METRO Classification Description

Title: Administrative Specialist IV
Job Code: 6008
Pay Range: 13
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: 2007
Revised: 2008

Classification Summary:

Provide and coordinate administrative, project management, office, committee, and technical support to department director or deputy director. Research, evaluate and prepare information relative to budgets, plans objectives and performance. Function as an administrative key-player with responsibility for communication and liaison to departments such as Finance and Regulatory Services, Human Resources, Council, or other agencies. Duties include responsibility for discretionary and confidential department management functions.

Supervision Received:

Supervision is received from a department director or deputy director.

Supervision Exercised:

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

Distinguishing Features:

The Administrative Specialist IV classification is the top level of the administrative specialist series and is distinguished from the Administrative Specialist III classification by: 1) independently coordinating and performing a full range of administrative services of a departmental nature and reporting to a department director or deputy director; 2) the responsibility for more complex administrative and technical duties; 3) independently completing complex department projects; and, 4) assuming a broader role in department functions and/or the responsibility to serve as a lead worker; and, 5) the responsibility for discretionary departmental administrative, communications, and project management duties.

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 department director or deputy director a full range of departmental administrative and staff support services including complex project and discretionary management responsibilities.

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2. Coordinates, prepares, reviews, monitors and processes proposals, contracts, and grants for the department.
3. Standardizes departmental business procedures and notifies staff of procedural/policy changes, etc.
4. Prepares bids and other materials or transaction agreements and evaluates submittals. Purchases materials, gathers data and prepares regular or periodic reports pertaining to department functions.
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 department time keeping and payroll data.
8. Assures department activities are in compliance with relevant laws, rules and regulations.
9. Assists in developing annual department budgets. Develops preliminary budgets for review and approval by the director or deputy director.
10. Generates computer reports for monthly billings or other transfers to allocate specific project charges. Collects, reviews and processes department bills for payment.
11. Acts as program representative for director or deputy director with other departments and the public as required. May interpret policies, program objectives and departmental regulations to the public.
12. Conducts special studies or events for director or deputy director.
13. Coordinates and assists in supervising administrative, office and clerical support for department.
14. Prepares a variety of correspondence, reports, presentations, web site updates, and other materials.
15. Establishes and maintains 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. Maintains inventory and orders supplies.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

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

Knowledge, Skills and Abilities:

1. Knowledge of the full range of principles of office management and administration; and, the ability to apply these principles to role and work assignments

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2. Knowledge of modern office systems, equipment, practices and procedures, budgeting, accounting principles and methods
3. Knowledge of department-related laws and regulations, confidentiality requirements, and policies and procedures
4. Knowledge of effective verbal and written communication techniques
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.