

METRO Classification Description

Title: Administrative Specialist II
Job Code: 6006
Pay Range: 08
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: 2007
Revised:

Classification Summary:

Perform administrative, staff support, project, and committee duties to contribute to efficient office operations, customer services, and program services. Duties depend on assignments and may include: basic budgets or purchasing, Procurement cards, program research, web updates, staff field or office functions, meetings or events, and may include confidential information.

Supervision Received:

Work assignments are received from various staff members. Supervision is received from a Supervisor or Manager.

Supervision Exercised:

None

Distinguishing Features:

The Administrative Specialist II is the second level of the administrative specialist classification series. Level II is distinguished from Level I by its level of responsibility and skills beyond the basic level. Level II is distinguished from level III by 1) performing more standardized program, project, and committee duties; 2) developing a full set of administrative skills and competencies; and, 3) increasing competency in Metro, departmental, and divisional practices and services.

Essential Functions:

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

1. Performs and helps coordinate project, program, committee, and event services and activities, and is responsible for matters such as trackings, mailings, and problem-solving.
2. Assists with coordinating day-to-day activities with other departments, clients, council staff, or others.

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3. Keyboards program data, correspondence, reports, memos, meeting minutes and forms.
4. Receives and directs incoming calls and visitors. Takes messages, determines needs, and answers general questions or routes to the appropriate department or individual. May furnish information regarding established division or department procedures, policies or services.
5. Attends meetings and records proceedings, prepares minutes in final form and distributes to members. Schedules facility use, creates meeting agendas, packets and reports.
6. Sets up and maintains files and record keeping systems. Files and retrieves documents as necessary. Updates and maintains both staff and client contact list using database program.
7. Schedules appointments and meetings. Reserves conference rooms and makes travel arrangements as instructed.
8. Opens, sorts and distributes mail. Processes outgoing mail. May process invoices for payment.
9. Maintains department materials including reports, presentation information, letters, meeting packets and schedules.
10. Collects and compiles data for various reports. Prepares standard forms and reports. May process invoices and other accounting or budget data.

Secondary Functions:

1. Performs other related duties as required.

Job Specifications:

High school diploma or G.E.D. and two years of administrative, customer service and problem-solving experience; 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 administrative, customer service and problem-solving practices and office procedures
2. Knowledge of business English, composition, spelling, grammar, punctuation, and proofing
3. Knowledge of bookkeeping and budgeting principals and practices
4. Skill in operating standard office equipment, such as typewriter, computer, printer, photocopier, fax machine and adding machine
5. Ability to establish and maintain electronic and manual filing and record keeping systems
6. Ability to prepare reports, correspondence and records

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7. Ability to troubleshoot and provide quality customer service
8. Ability to communicate effectively with employees, other organizations and the general public
9. Ability to keyboard 50 words per minute is required
10. Ability to establish and maintain effective working relationships
11. Ability to communicate effectively, both, orally and in writing
12. Ability to work independently and as a team member

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. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. Position may require frequent or continuous periods of sitting, fingering, talking (both in person and over the phone), repetitive motions of the hands and/or wrists, and good general hearing. May also require occasional standing, stooping, reaching, feeling, bending, handling, and lifting or carrying up to 10 pounds.