

## **ADMINISTRATIVE SERVICES SPECIALIST**

### **DEFINITION**

Under direction, to plan, organize, coordinate, and perform in the most highly specialized administrative support, fiscal support, and/or program operation functions of a County Department, major organizational unit, or County-wide program; to assist Department/unit/County-wide management staff with preparing and monitoring the Department/unit/County-wide program budget; to perform complex administrative support, fiscal support and/or program operation functions requiring in-depth knowledge of the County services, policies, and programs of the Department/unit/County-wide program to which an incumbent is assigned; to prepare administrative, program, and/or fiscal reports, specialized documents, and other items necessary to Department or County-wide program functions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a highly specialized administrative, fiscal and/or program support classification for planning, organizing, coordinating, and performing administrative support, fiscal support, and/or program operation functions of a County Department, major operational unit, or county-wide program. An incumbent in this class may be assigned supervisory responsibilities for the day-to-day direction and oversight of administrative support staff.

### **REPORTS TO**

Various County Department Directors

### **CLASSIFICATIONS SUPERVISED**

Office Assistants and/or Fiscal & Technical Specialist positions, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, and performs a variety of Department/unit/County-wide program operations and support work; may be assigned to highly specialized area critical to Department/unit/county-wide functions such as fiscal tracking, budget development and administration, human resources, assessment role development and maintenance, department administrative support, or other area critical to County administration and services, depending upon an incumbent's background, skills, and knowledge; may be assigned to supervise and evaluate the work of office and technical support staff, including scheduling and reviewing work assignments; provides training and consultation on program and work procedures and problems to other County and Department/unit staff; may analyze Department and/or program administrative functions and operations, developing recommendations on staffing requirements and work responsibilities; assists Department/unit/County-wide program management with preparation, review, and

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### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)**

monitoring of the Department budget; develops and analyzes information and prepares special Department/unit/County-wide program and fiscal reports; prepares Department payroll documents; has responsibility for planning and performing a variety of administrative programs/projects as assigned; plans, organizes, and participates in the development Department computerized information ; provides a variety of fiscal and administrative support for Department programs through the review of financial documents, payroll records, claims, and statistical data; supervises and monitors the preparation of invoices, travel authorizations, warrants, receipts, and other items; monitors on-going fiscal expenditures, revenues, fund transfers, and purchase orders; prepares budget transfer requests; prepares Department/unit/County-wide agenda items for submission to the County Board of Supervisors by appropriate management staff; prepares and reviews program fiscal and/or operating and information reports for submission to requisite government agencies; serves as a liaison between the Department/unit/county-wide program and other County departments and units; may provide specialized and/or confidential administrative support for assigned management staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; stool, kneel and crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; physical ability to lift, push, carry, and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

In-depth knowledge of the functions, programs, and policies of the County  
Department/unit/County-wide program where assigned.

Computers and software used in Department and County information systems.

Principles of supervision, training, and staff development.

Program development, monitoring, and evaluation.

Principles of budget development and administration.

Statistical and financial record keeping methods, procedures, and techniques.

Techniques for the development and analysis of a variety of specialized information,  
as well as information and report presentation and development.

Program policies and operation requirements in the County

Department/unit/County-wide program where assigned.

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### DESIRABLE QUALIFICATIONS (continued)

#### Ability to:

Plan, organize, schedule, coordinate, and perform most highly specialized administrative support, fiscal support, and/or program operation functions of a County Department, major organizational unit, or County-wide program. Provide supervision, training, and work evaluation for assigned staff, as necessary. Gather, organize, analyze, and present a variety of narrative and statistical data and information.

Assist with the development and administration of the Department/unit/County-wide program budget.

Prepare administrative reports and correspondence.

Analyze situations accurately and determine effective courses of action.

Prioritize work load to meet established time lines and special requests.

Work within multiple time frames and deadlines.

Prepare, maintain, and submit complex fiscal and/or statistical records to appropriate County Departments and other government agencies, as assigned.

Maintain confidentiality of materials and use discretion in sensitive situations.

Deal tactfully and courteously with the public, other County staff, and representatives of other government agencies, when explaining the functions, policies, and programs of the Department/unit/County-wide program.

Establish and maintain cooperative working relationships.

#### Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting.

#### Special Requirements:

Some positions in this classification may have specialized requirements, depending upon the Department/unit/County-wide program where the position is allocated.

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