

CLASSIFICATION SPECIFICATION

Administrative Specialist

FT/PT Class Code: 4051, 4551 Pay Grade: B/C 09 FLSA: Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing support to an administrator in a variety of areas, and is additionally responsible for a specialty.

NATURE AND SCOPE:

An incumbent functions with direction from an administrative superior for which the incumbent performs extensive administrative support. The incumbent is additionally responsible for a specialty component which requires specialized knowledge. A class incumbent serves in a liaison capacity between a superior and executive and managerial staff, federal and state agencies, and the public.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Compiles and evaluates data for studies, reports, surveys and/or grants to provide accurate information and recommendations for improvements, modifications, and/or compliance with policies, procedures, and/or laws regulations.
2. Obtains, organizes, and/or drafts technical and administrative material necessary for information dissemination.
3. Acts as liaison between superior and various administrators, and between the College and state/federal agency officials, local groups and organizations, and the public.
4. Provides guidance and consultation to officials, employees, and/or the public on applicable policies, procedures, and regulations relative to the area of specialization.
5. Coordinates a variety of administrative details and performs secretarial duties as needed for supervisor.
6. May represent supervisor before groups, employees, students, or the general public.
7. May supervise clerical/support personnel.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of administrative support, and office practices and procedures.
- ◇ Knowledge of Business English, grammar, punctuation, spelling, and composition.
- ◇ Knowledge of applicable specialty policies, procedures, laws, regulations, or requirements.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Skill in researching and compiling data accurately.
- ◇ Excellent word processing, interpersonal, communication, decision-making, critical thinking, and organizational skills.
- ◇ Ability to coordinate and arrange meetings, conferences, travel, and administrative details.
- ◇ Ability to oversee the work of clerical/support employees.
- ◇ Ability to meet, converse and work with a wide variety of officials, students, employees, and the public.
- ◇ Ability to read, apply, and explain rules, regulations, policies, and procedures.
- ◇ Ability to verify accuracy of information, resolve discrepancies, and follow-up on outstanding activities.
- ◇ Ability to effectively communicate.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of administrative support experience; or other equivalent combination of education and experience.