

ADMINISTRATIVE SPECIALIST I

NATURE AND VARIETY OF WORK

This is professional management level administrative generalist work performed in conjunction with the administration of a major program within a department. Incumbents provide key management level, administrative and technical support to a division chief position or may function as a section chief with a programmatic functional area. Work is performed under general supervision and performance is evaluated in terms of its overall contribution to managerial improvement and organizational efficiency.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists management in identifying resolving problems related to financial, personnel, and material requirements.

Assists in developing budget estimates and justifications; ensures that funding is used in accordance with operating budgets.

Counsels management in developing and monitoring sound organizational structures, improving management methods and procedures, and ensures effective use of human resources, monies, and materials.

Collaborates with personnel representatives in resolving management problems which results from changes in work and which significantly impact jobs and employees.

Advises and assists in negotiating contracts, agreements, and cooperative agreements with other government agencies in which the County is involved.

Serves as special project coordinator of various County programs or projects; evaluates various alternatives and recommends optimum solutions to management.

Serves as County representative to local, state, and federal task forces and committees characterizing and defending the County's posture or interest.

Analyzes impact of proposals, makes projections, drafts important legislation, and testifies at hearings.

Prepares and presents briefings to senior management officials.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

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Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and methods of public administration and local government.

Considerable knowledge of management practices and administrative and legislative processes.

Considerable knowledge of the functional area to which assigned.

Considerable knowledge of program development, implementation, management techniques, and evaluation concepts.

Ability to prepare, interpret and evaluate proposals and modifications.

Ability to coordinate a diverse range of assignments.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective professional work relationships with County officials, representatives, and the general public.

MINIMUM QUALIFICATIONS

Master's Degree in public or business administration, or related field plus two (2) years of responsible experience in governmental activities to be specified based upon position assignment; or equivalent combination of education and experience.

REVISED: 10/88