

## ADMINISTRATIVE SPECIALIST II

### NATURE AND VARIETY OF WORK

This is management level, professional, and 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 deputy director position or may function as the division chief within 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)

Identifies and resolves problems related to financial, personnel, and material requirements.

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

Supervises a major operating bureau/division.

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 that result 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.

Responds to the most complex requests for information.

Confers with local, state and federal government officials on the effect of proposed and existing programs in the County.

Originates detailed reports and correspondence for signature of senior management staff.

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

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

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

Extensive knowledge of management practices and administrative and legislative processes.

Extensive knowledge of the functional area to which assigned.

Extensive 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, being sensitive to the needs of the agencies concerned.

Ability to communicate effectively both orally and in writing and be particularly skilled in speaking before groups.

Ability to establish and maintain effective working relationships with governmental, legislative, community and business groups.

### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a 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 on position assignment; or equivalent combination of education and experience.

REVISED: 10/88