

## ADMINISTRATIVE SPECIALIST IV

### NATURE AND VARIETY OF WORK

This is the highest level of executive and professional administrative work of a difficult and diverse nature that is performed primarily within the executive or legislative branches of County government.

An employee in this class works under the broadest of guidelines and supervision and frequently represents the branch of government to which assigned. Assignments are characteristically of a sensitive nature, frequently involving shifting priorities and significant local, state and/or federal policies and guidelines. Due to the level of work and assignments, extensive coordinative and/or supervisory skills are required. General supervision is provided by an executive or legislative official. Work is evaluated based on the manner in which assignments are resolved.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Functions as Acting Director or Deputy of a department, office or agency.

Coordinates development and preparation of a variety of reports, data, legislation, testimony, etc.

Supervises a large unit or coordinates several units in a County department, office or agency.

Serves as communication link between department, office, or agency (including Executive Branch or Legislative Branch) for work development, information and data collection and problem solving.

Chairs functional management coordinating and oversight groups or ad hoc task forces.

Represents the executive or legislative branches of County government at sessions of managers and policy makers of regional and national organizations.

Counsels individuals and civic and private business organizations on the status, intent and/or interpretation of pending and passed legislation, impact of legislation and other significant matters.

Responds to the most complex requests for information, including media, regarding actions of the department, office or agency.

Confers with local, state and federal government officials on the effect of proposed and existing programs in the County; serves as liaison to governing bodies of County municipalities.

Acts as special assistant to the County Executive, Chief Administrative Officer, or County Council executive management staff.

Originates complex reports and correspondence for signature of senior executive/legislative 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.

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

Master's Degree in public or business administration, or related field plus four (4) years of responsible experience in governmental activities to be specified based on position assignment; or equivalent combination of education and experience.