



ADMINISTRATIVE SPECIALIST

DEFINITION

Under direction, performs a variety of specialized office administrative and program support duties for assigned departmental program and/or project(s); coordinates, implements, and monitors the daily activities and administration of assigned program/project; communicates and collaborates with internal staff, students, external stakeholders, and the public; conducts research and analysis and prepares a variety of reports and documents in support of program/project goals; develops, summarizes, and maintains administrative and fiscal records; provides technical and administrative support to program management staff; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This specialized classification is responsible for independently performing a variety of administrative duties in support of an assigned program and/or project, including the coordination of activities, reports, and stakeholder engagement. Positions in the classification rely on experience and judgment to perform their assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Coordinates, implements, and monitors the daily activities and administration of an assigned program/project; performs specialized administrative duties including data collection, grant monitoring, and report preparation.
- Coordinates and maintains budget tracking and reconciliation systems; resolves discrepancies; assists in the development of contracts; generates and compiles data for budget purposes.
- Participates in the oversight and monitoring of grants and special funds; ensures compliance of grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; and documentation requirements are met.
- Performs specialized program service delivery duties such as interviewing duties for program eligibility; orienting students, parents and others to the program; reviewing students' academic progress; supporting them academically with tutorials and skills building for academic success, and related student support tasks.
- Establishes and maintains contact and working relationships, and serves as a liaison with faculty, staff, students, public and private organizations, stakeholders, and other entities; promotes program/project services and objectives; researches and provides information on local community resources available to students; serves on assigned task forces and committees; and assists with researching and resolving questions or issues.

- Participates in and/or coordinates a variety of activities including workshops, tours, presentations, careers fairs, and outreach events which promote the District and its programs; prepares and disseminates a variety of information including brochures and fliers.
- Attends to a variety of business and administrative details such as preparing and monitoring contracts, grants, and agreements, ordering supplies, processing requisitions, and scheduling meetings and travel.
- Provides administrative support to District commissions, committees, and task forces, including compiling and distributing agenda packets, compiling back-up documentation for agenda items, attending meetings, formatting and distributing minutes and correspondence, and following-up on decisions.
- Prepares business documents and reports; researches, compiles, and organizes information and data for specialized reports or projects; checks and tabulates standard mathematical or statistical data.
- Inputs and retrieves data into various program, department, District, and/or state software applications and database systems; maintains program and/or department-specific databases.
- Creates and organizes records and files; maintains and/or establishes filing systems; audits files for compliance with mandated requirements.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District and department programs goals and objectives.
- Principles of program coordination and administration.
- Business and administrative operations, practices and processes.
- Principles and practices of data collection and report preparation.
- Research and reporting methods, techniques, and procedures.
- Eligibility requirements for assigned programs.
- Grant program task and cost monitoring and tracking techniques.
- Principles and practices of contract monitoring for operational and fiscal purposes.
- Basic budget principles for monitoring and tracking revenue and expenditures.
- District purchasing policies and procedures.
- Resources available in the local community for students.
- Applicable federal, state laws, codes regulations, and policies relevant to assigned area of responsibility.
- Methods and techniques of preparing business correspondence and forms.
- Mathematical principles.
- Principles and practices of documenting and preparing specialized documents for commissions and committees.
- Principles and procedures of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a diverse range of specialized business and administrative tasks in support of assigned department or program.
- Oversee and coordinate assigned program operations, services, and activities.
- Coordinate outreach programs within the local community to enhance student attraction, retention and academic success.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Effectively represent the department/program and the District in meetings with other staff, outside agencies, community groups, and the public.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Compose concise and accurate business correspondence and reports.
- Prepare, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Assist in monitoring a department or program budget.
- Monitor and track contracts.
- Monitor and track grants and ensure compliance with funding requirements.
- Maintain accurate databases, records, and files.
- Handle sensitive and confidential information.
- Perform mathematical computations accurately.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree from an accredited college with major coursework in public administration, business administration, or related field.

Experience:

- Four (4) years of increasingly responsible administrative experience, two (2) of which should include program or project coordination, or grants monitoring activities.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.