

ADMINISTRATIVE SPECIALIST

DEFINITION

Under direction, performs moderately complex technical administrative work in support in the assigned department; organizes and performs moderately complex and specialized duties and services related to the assigned unit; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the second technical level class of the administrative support series within the Yosemite Community College District (YCCD). Incumbents typically have specialized program or project responsibilities that require moderately complex technical knowledge of the assigned subject area in order to make decisions and complete assignments. Positions in this class may be assigned to a wide variety of operational and administrative work units with specialized program, project and administrative requirements.

This class may be distinguished from the lower-level class of Administrative Technician because Administrative Specialists perform moderately complex work assignments and/or may assist higher-level administrative staff with advanced and highly complex assignments.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class typically work under general supervision, though some positions may provide specialized technical support for a program or operational manager. Incumbents receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, *but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.*

ESSENTIAL DUTIES

- Coordinates and performs difficult and moderately complex technical administrative work in support of a wide range of operations, programs and/or projects within an assigned department.
- Serves as an advanced technical resource to others regarding areas of specialty; explains and interprets complex policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public; plans, develops and participates in outreach programs and activities.

- Plans and prepares communications tools such as community newsletters, press releases, public service announcements, administrative summaries, and other print or electronically based communication materials; may develop and update website pages.
- Performs moderately complex research on internal and external data, methods, mechanisms and processes; performs technical data analyses and comparisons; compiles, prepares and presents summaries to management for evaluation.
- Develops and runs complex computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Organizes, plans and develops work accomplishment time lines.
- Coordinates travel and other special arrangements.
- Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- Prepares, and monitors budgets for assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compiles, analyzes, calculates and retrieves budget reports.
- Prepares quotes, bids and purchase requisitions; receives and processes invoices and forwards for payment.
- Establishes and maintains complex file and record systems.
- Independently responds to general inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may update web pages.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Four years equivalent to an Administrative Technician at YCCD.

OR Pattern II

- Education: Possession of an associate's degree from an accredited college, with major course work in business administration or a closely related field.

- **Experience:** Two years of increasingly responsible administrative support experience, including two years performing technical administrative work. Experience in an academic setting is desirable.

Special Requirements:

- None.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Moderately complex administrative functions pertaining to the area of assignment.
- Laws, codes and requirements governing operations of department to which assigned.
- Principles and practices of: organization and administration, budget preparation, fiscal record keeping, supervision and training, and personnel administration.
- Modern office methods, forms, and office equipment.

Ability to:

- Understand and apply complex laws, regulations, policies and requirements.
- Plan, organize and lead administrative activities related to budget/fiscal matters, personnel, purchasing and office management.
- Assign, direct and monitor the work of others.
- Prepare and maintain accurate budgetary and fiscal information.
- Initiate and complete work assignments with a minimum of direction, exercising sound independent judgment within policy guidelines.
- Recognize administrative problems and implement effective solutions.
- Operate standard business computer hardware and software applications.
- Prepare and maintain complex records, reports and program documentation.
- Adapt to changing priorities and requirements in a fast paced environment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, possession of a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Class Adopted: 03/01/09

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