

## ADMINISTRATIVE SPECIALIST

### Job Summary:

Under general supervision, conducts studies and analysis of operations ~~in a large division or small department for the~~ assigned division in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects or equipment as staff support to a higher level. Though positions allocable to this class have access to the advice of a higher level manager, incumbents of these positions are expected to independently develop and proceed through the methodology of studies and prepare recommendations for the solution of problems in situations requiring them to consider the advantages and disadvantages of several alternative solutions. ~~This position supports the assigned Division's administration for the various following project areas included but not limited to: emergency planning, and training, and assist in contract and grant administration and management.~~

### Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

### Distinguishing Characteristics

The Administrative Specialist is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class independently, but without the full responsibilities required of the Senior Administrative Specialist position.

1. Designs and independently completes various types of studies including collecting, compiling and analyzing various types of data.
2. Prepares staff reports and official correspondence, including written communications regarding City programs, policies, or activities for public dissemination. Developing recommendations and writing staff reports for Division and Department management.
- 2.3. Prepares and monitors budget and expenditures in Tyler Munis system; develops and implements operational procedures for the unit to which assigned.
- 3.4. Special program lead
- 4.5. Supervision of contracted employees and assist in overall contract administration.
- 5.6. Assists in the administration of service contracts to assure compliance.
- 6.7. Evaluates the impact of new and revised programs on the objectives of the unit and the unit's budget.
- 7.8. Researches and prepares grant proposals.
8. ~~Assists graffiti tracking, abatement, and restitution efforts of the City.~~
9. Provides information to and consults with the public, including the use of social media platforms.
10. Lead special projects and ad hoc assignments as assigned by the Division's and Department's management.
11. Monitors maintenance of office files and records.
12. Drafts and prepares official correspondence.
13. Prepares requisitions of supplies and equipment.
14. ~~Assist with Prepares Request for Proposals (RFP)/Invitation for Bids (IFB) for professional services.~~
15. Staff liaison for City commission meetings, including ad hoc commissions.
16. Assists in preparing specifications for material, equipment and services.

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17. May train and supervise lower level staff.
18. May apply knowledge of data processing systems to procedures of the work unit; assists in the preparation of the unit's budget; maintains effective liaison within the department, with other departments, and other agencies.
19. Represents the division at interdepartmental meetings, with outside agencies, and with vendors.
20. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Bachelor's degree or higher in an Business Administration, Public Administration or a closely related field, and one (1) year full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel. Experience and/or education in a related field may be substituted on a year for year basis, up to two (2) years.

**Knowledge of:**

- ~~Personal computer and software applications (i.e., Microsoft Office, Excel & Powerpoint).~~
- City organization, operations, policies and objectives.
- Assigned Division's principles, guidelines, and best practices utilizing financial software (i.e., Tyler Munis).
- Research and analytical methods.
- Methods of report presentation.
- Basic purchasing and budgeting practices.
- ~~Basic purchasing practices.~~
- Basic personnel principles.
- Office Management practices.
- Department or division policy and procedure, including safe working environments.

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**Skill and/or Ability to:**

- Compile, analyze and evaluate data.
- Communicate effectively orally and in writing.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.

**License:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.

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- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings and/or weekends.

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