

SENIOR ADMINISTRATIVE SPECIALIST

Job Summary:

Under direct supervision, performs paraprofessional to professional administrative work; conducts studies and analysis of operations in a large division or small department in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects, or equipment; independently develops and proceeds through the methodology of studies and prepares recommendations for the solution of problems in situations requiring them to consider the advantages and disadvantages of several alternative solutions; participates in the functions of programs in support of a City Council authorized committee, commission or board; acts as staff support to a division manager, superintendent, or officer.

Distinguishing Characteristics

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. The Senior Administrative Specialist is the journey level class. Incumbents in this classification work independently and exercise judgment and initiative. This senior role requires substantial knowledge and understanding of the functions, policies, and procedures of the respective Department programs. To advance to Senior Administrative Specialist, employees in the Administrative Specialist classification must complete one (1) year of actual full-time work or service in the Administrative Specialist classification, must meet the minimum qualifications for the Senior Administrative Specialist role and meet the Job Series guidelines.

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.)

1. Prepares and monitors the division's budget and expenditures utilizing Tyler Munis.-
2. Assists in the preparation and monitoring of capital improvement project budgets utilizing Tyler Munis.
3. Develops and implements operational procedures and instructions for the division to which assigned.
4. Assists in research and data evaluation from various studies including, but not limited to, organizational functions related to productivity, budget, and financial analysis; writes reports and/or recommendations.
5. Evaluates the impact of new or revised programs and their compliance with the division's budget and objectives.
6. May train and supervise lower level staff.
7. Monitors service contracts to ensure compliance.
8. Prepares and administers grants.
9. ~~Prepares~~ Assists with the preparation of Requests for Proposals for professional services.
10. Prepares staff reports and official correspondence, including written communications regarding City programs, policies, or activities for public dissemination.
11. Attends interdepartmental and/or public meetings, with outside agencies, residents, and vendors; may attend meetings of the committee, commission, or board to which assigned.

12. Assists in researching the feasibility of proposed committee activities and reports back to committee; assists in developing procedures for implementing committee programs.
13. Provides technical assistance to division staff on computer operation and software use (i.e., Microsoft Office – Word, Excel, PowerPoint); acts as division's primary liaison with City's IS staff.
14. Performs related duties as required.

Qualifications 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 in an occupationally related field and two (2) years full-time paid experience in paraprofessional to professional administrative work; one (1) year of which must be in the capacity of an Administrative Specialist with the City of Carson, with primary responsibility in providing direct support to a division manager and/or serving as the division's primary staff for IT systems support. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Applicable Federal and State laws, rules, and regulations.
- Research, statistical, and analytical methods.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware (i.e., Microsoft Office – Word, Excel, PowerPoint).
- Effective methods of report presentation.
- Letter and report writing.
- Correct English and math usage.
- Budget preparation principles and practices.
- Purchasing practices and contract administration.
- Methods and procedures for writing grants and Request for Proposals.
- General record keeping practices.
- Office practices, procedures, and safety.
- Training and supervision principles.
- General personnel principles and practices.
- Interpersonal skills, using tact, patience, and courtesy.

Skill and/or Ability to:

- Compile, analyze, and evaluate data.
- Assist in planning, organizing, and directing programs.
- Communicate effectively orally and in writing.
- Prepare recommendations for the solution of problems.
- Maintain accurate records and prepare clear concise reports.
- Train, supervise, and evaluate staff.
- Establish and maintain effective working relationships with others.
- Operate computers and related software.

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 Demands 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.
- Require mobility of arms to reach and dexterity of hands to grasp and finger manipulation.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- Perform lifting, pushing, and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- May be required to work at a computer terminal for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- 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.