

Code: 1812

Title: ADMINISTRATIVE SPECIALIST

**SUMMARY:** Provides general professional administrative services for a department, division, or program within Pima County.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Provides general professional administrative services for a department, division, or program (work unit) within Pima County;

Works with county personnel and/or outside agencies to coordinate programs and projects and monitors activities;

Coordinates and participates in the provision of internal services such as accounting, payroll, personnel, management information services and/or purchasing;

Evaluates work unit requirements and recommends new or revised administrative policies and procedures;

Ensures work unit policies, procedures and activities comply with applicable federal/state statutes and regulations and county policy;

Creates and maintains databases using automated information systems to monitor and track information and compiles, edits and summarizes data to produce routine, periodic and special reports;

Prepares standard work unit intergovernmental agreements (IGA), contracts and other obligatory agreements;

Participates in preparing work unit budgets and monitors expenditures;

Researches and analyzes data and prepares reports, recommendations, memoranda, letters and various documents;

May supervise, train and evaluate staff and conduct employee orientation meetings;

May act as a representative of the work unit in meetings with county personnel and/or outside agencies.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of public administration;
- project/program coordination and implementation;
- applications of automated information systems;
- research/analysis methods and report writing;
- laws, regulations, statutes, policies, and procedures (county/state/federal) applicable to work unit;
- principles and practices of contractual agreements and administration;
- basic accounting, purchasing and financial record keeping principles and practices;
- public relations/public speaking/meeting facilitation.

Some positions require knowledge of employee supervision, training and evaluation.

Some positions require knowledge of terminology and principles, practices and procedures specific to the area of assignment.

Skill in:

- coordinating and prioritizing multiple tasks, projects and program activities;
- use of automated information systems to develop and maintain data bases, spreadsheets and word processing programs;
- analyzing and evaluating information and processes and making recommendations;
- researching and compiling information and writing reports;
- interpreting and applying statutes, regulations, policies and procedures;
- communicating effectively;
- organizing, coordinating, and facilitating meetings and events.

Some positions require skill in supervising, training and evaluating staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's Degree from an accredited college or university with a major in public administration, business administration, management or a closely related field and one year of professional experience in public or business administration.

(Relevant professional level experience may substitute for the aforementioned education.)

OR:

(2) Three years of experience within Pima County as an Administrative Support Specialist or closely related paraprofessional administrative classification.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions within this classification may require possession of a valid Arizona driver's license at the time of appointment or prior to completion of an initial or promotional probation period. Some positions within this classification may require specialized certification relative to assignment at the time of appointment or prior to completion of an initial or promotional probation period

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: Some positions within this classification may require satisfactory completion of a personal background investigation, polygraph test and/or drug screening at the time of appointment.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.