

Code: 1814

Title: ADMINISTRATIVE SPECIALIST - SENIOR

SUMMARY: Provides complex professional administrative services for a department, division, or program within Pima County and oversees specialized administrative activities.

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 complex administrative services of a specialized nature to a department, division, or program within Pima County;
Negotiates and establishes Intergovernmental Agreements (IGA), contracts and other obligatory agreements and monitors compliance;
Prepares work unit budgets, oversees expenditures, performs cost and statistical analyses and prepares reports and recommendations;
Performs research, prepares written reports and recommendations and informs management of issues, concerns and problems of specialized work unit;
Provides information, status, and recommendations to department directors, division managers and professional staff regarding area of assignment and responds to public inquiries interpreting work unit and county policies and procedures;
Ensures work unit policies, procedures and activities comply with applicable federal/state statutes and regulations and county policy;
Oversees internal services such as accounting, payroll, personnel, management information services and/or purchasing;
Represents work unit at various meetings, conferences, or on committees and provides specialized expertise related to area of assignment;
Develops, maintains and manages databases using automated information systems and compiles/reviews/monitors information for reporting purposes;
May supervise, train and evaluate the performance of staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of business administration including contractual agreements, purchasing, accounting, finance, risk management, employee relations and basic business law;
- laws, regulations, statutes, policies, and procedures (county/state/federal) applicable to work unit;
- principles and practices of project/program management;
- research/analysis methods and reporting;
- applications and management of automated information systems;
- 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:

- planning and coordinating administrative services and project/program activities;
- negotiating, reviewing, evaluating and interpreting contractual agreements and monitoring compliance;
- use of automated information systems;
- reviewing, analyzing and evaluating information, determining solutions to procedural problems and preparing reports;
- interpreting and applying statutes, regulations, policies and procedures;
- communicating effectively;
- public relations and meeting facilitation.

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 two years of professional experience in public or business administration.

(Relevant professional experience may substitute for the aforementioned education)

OR:

(2) Three years with Pima County as an Administrative Specialist or closely related professional administrative classification.

OTHER REQUIREMENTS:

Licenses and Certificates: 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. 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.

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.