

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ADMINISTRATIVE SPECIALIST

**DEPARTMENT:** Administrative Services

**REPORTS TO:** Administrative Services Supervisor

### **GENERAL STATEMENT:**

An employee in this administrative position performs advanced and specialized administrative support for the Director of Administrative Services, along with Managers and Coordinators. This position has major independent administrative responsibilities and requires in-depth expertise in the functions, goals and services of the Department. As well as being an active participant in the day-to-day work of the Department of Administrative Services, the incumbent may also be responsible for providing technical assistance and guidance to other employees. The incumbent must be able to deal with multiple simultaneous requests for assistance, meet multiple deadlines, and maintain accurate and efficient control of the work for which they are responsible.

Work on special projects, both short- and long-term, is performed with latitude for independent judgment and action, and is reviewed by the Administrative Services Supervisor.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in the positions of this class.)

#### Essential Job Functions:

Create, transcribe and/or prepare correspondence, reports and other documents with little or no guidance. Create reports, hand-outs, etc. for various Divisions within the Department.

Act on supervisor's behalf in accomplishing many general and complex administrative matters which may involve making decisions and commitments within the scope of delegated authority.

Provide direct service to the public and other departments either in person, by phone or in writing.

Design, develop and maintain computer databases in Microsoft Access, i.e. Contract Administration, Parking, Grants, Artists, etc.

Maintain the County ID badge system for employees and volunteers. Assist with the Courthouse door access card system for employees, volunteers, and vendors.

Act as Department Web Coordinator. Design, develop and maintain web pages for department and divisions, as well as other agencies such as Kitsap Regional Coordinating Council and the Arts Board.

Coordinate the County Commute Trip Reduction Program (CTR), which includes maintaining databases for carpools, vanpools, vehicle registration and reserved parking. Coordinate the annual reserved parking lottery and space assignments throughout the year, as well as special promotional events for the CTR program. Collect and deposit monies received for parking tickets. Review existing and suggest revisions to County's CTR policies.

Serve as staff for the Kitsap County Arts Board which includes scheduling meetings, room setup, agenda preparation, minute recording and distribution; organize and implement art calls and artwork selection. Oversee the budget, track expenses and process contracts for all public art in County capital projects. Produce presentations for the Board of Commissioners. Act as a liaison with artists, project managers, architects, and Arts Board members for 1% for Arts projects.

Initiate and guide Departmental contracts through the review and approval process and maintain accurate contract database.

Provide backup for the biweekly payroll, which includes Administrative Services, Information Services, Commissioners and Security employees.

Gather materials and writes drafts for reports, studies, pamphlets and other special projects and assignments.

Oversee the ordering of supplies and maintains appropriate records and inventory.

Coordinate and organize meetings, activities and functions; schedules rooms, ensure notification of participants, arrange for necessary equipment and supplies. Prepare agenda for meetings; attend meetings as required, both within and outside the Department.

Provide technical computer assistance to department staff, as well as Managers, and to staff in the Commissioners office.

Use spreadsheets to track, analyze and report quantitative information.

Develop or recommend new work procedures, methods, or forms.

Keeps supervisor informed of significant items requiring supervisory review or action.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes. May be required to work over 40 hours in a workweek. May be required to work over 40 hours in a workweek.

#### Other Job Duties:

May assume charge of support functions and staff in the absence of Administrative Services Supervisor.

Perform related work as required.

#### **DISTINGUISHING FEATURES:**

Positions of this class provide administrative support to key personnel such as heads of large departments or offices, or in situations of equivalent complexity and responsibility. Positions at this level have major independent administrative responsibilities as well as being active participants in the supervisor's work. Incumbents of this class have independent responsibilities, accomplish varied complex administrative projects and make decisions in administrative matters.

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment. Some overtime may be required. Must be able to attend occasional evening meetings as necessary. Must be able to communicate effectively, both orally and in writing. Must be able to perform word processing duties on a personal computer which requires sitting for extended periods of time. Must be able to lift and carry file boxes weighing up to 25 pounds.

**KNOWLEDGE AND ABILITIES:**

Knowledge of: Office practices and administration. Office administration principles and techniques. Policies, procedures, and practices applicable to public office functions. Effective telephone techniques. data collection procedures and methodology. Graphics. Research and analysis methods. Advanced knowledge and skills in computer software programs including Word, Excel, Access, Power Point, Publisher and PageMaker.

Ability to: Establish and maintain effective working relations with other employees, officials, and the public. Develop and demonstrate effective customer service techniques. Understand and execute complex oral or written instructions, and to apply available guidelines to widely varied situations. Apply initiative, discretion, judgment and organizational skills to a variety of projects, assignments and situations, while operating under broad supervisory guidelines. Express ideas and convey information effectively, orally, and in writing. Write reports to properly identify and present data. Operate a personal computer, including related peripheral equipment and standard application programs. Keyboard accurately at 55 w.p.m.

**QUALIFICATIONS:**

Four years progressively responsible experience in the area of office administration, research and analysis or related field; or any equivalent combination of related education, training and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the work. Previous computer experience is required.

Experience working in a public agency/local government is preferred.

Ability to keyboard accurately at a speed of 55 w.p.m., and advanced experience using Microsoft Word, Excel, Power Point, Publisher and Access is required. Ability to take accurate notes and to transcribe the notes accurately is desirable. Experience using PageMaker 7.0 is desirable.