

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ADMINISTRATIVE SPECIALIST

DEPARTMENT: Board of County Commissioners/County Administrator

REPORTS TO: County Commissioner, Administrative Coordinator

GENERAL STATEMENT:

The incumbent performs complex and difficult administrative support for the assigned County Commissioner. This position has major independent administrative responsibilities as well as being an active participant in the work of the Commissioners' Office. The incumbent accomplishes varied administrative projects, researches and makes decisions, and acts for a Commissioner in administrative matters. Incumbent will serve as emissary to special events when the Commissioner is not available or at their request. The incumbent must be able to deal with a high degree of stress, multiple simultaneous requests for assistance, and maintain accurate and efficient control of the work for which they are responsible. As a unique requirement for this position, the incumbent is required to maintain confidentiality for the sensitive and confidential material that is inherent to the issues that are handled within the office. Duties require skill in problem solving, conducting research, budgeting, and arranging for and monitoring Commissioner travel. The incumbent is also required to demonstrate good judgment, and may be called upon to provide impartial recommendations when necessary. Works with all County departments to coordinate and follow-up on specific projects that have been assigned by the Board.

Work on special projects is performed with latitude for independent judgment and action, and when necessary, reviewed by a Commissioner or supervisor. Work is reviewed through reports and planning sessions with elected officials and department heads at meetings. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the County Commissioner and may have their appointment revoked at any time with or without cause and without right to appeal.

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 positions of this class.)

Essential Job Functions:

Assist the Board of Commissioners with constituency and community relations issues. Work closely with all County departments, district community groups and agencies to facilitate the resolution of emergent issues. Research inquiries by analyzing, planning, and coordinating with departments and agencies. Must have knowledge of applicable laws, codes, regulations, policies and procedures regarding a multiplicity of constituent issues. Refer constituents to appropriate community resources and agencies at the local, state or federal level

Create, transcribe or otherwise prepare correspondence, reports, and other materials for a County Commissioner with little or no guidance. Correspondence preparation will comply with Kitsap County Policy. Create reports, handouts, etc. for various presentations for a Commissioner. Obtain and provide information and materials that assist the Commissioner in accomplishing work or making decisions.

Coordinate arrangements and activities that require extensive contacts within and outside of the Commissioner's Office such as contacting staff at local, state or federal agencies.

With initial direction from a Commissioner, conduct research, gather and format information and prepare draft presentation materials and reports. Identify problem areas and recommend solutions for review and approval. Communicate detailed information and recommendations effectively, both orally and in writing.

Receive and resolve internal administrative problems without referring them to a Commissioner or supervisor.

Serve as back up for other positions within the Commissioners Office to ensure continuity of duties. This includes complex agenda preparation and the knowledge of legalities and deadlines involved in preparing for public hearings while acting as the Clerk of the Board in his/her absence.

Schedule community meetings to include the preparation of agendas and visual aids for presentations to various community groups and constructs minutes for these meetings.

Utilize a computer with appropriate software for producing correspondence, statistical data reports, and other documents.

Assist with the development and maintenance of complex and high-volume filing systems for a Commissioner's office files.

Receive and respond to inquiries for information and complaints from the public. Research documents for the public as requested.

Assist in the development and maintenance of a complaint tracking system and consistently utilize existing Action Request data base program.

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.

Other Job Duties:

Prepare and coordinate agendas for various meetings; record and prepare formal written records and minutes of meetings and ensure that the meetings are well organized, issues to be discussed are clear, expected participants attend and have relevant information prior to meetings and decisions and actions from the meetings are documented.

Perform other work as required.

DISTINGUISHING FEATURES:

Positions of this class provide administrative support to key personnel such as elected officials, or in situations of equivalent complexity and responsibility. Positions at this level have major independent administrative responsibilities and are active participants in the Commissioner's work. The incumbent must be able to work independently, in a high stress environment, while maintaining the confidence, confidentiality and the situational awareness that is necessary for the Commissioner's office.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in a high stress office environment. Attendance at meetings may require working evenings and other odd hours on occasion. Substantial telephone and in-person contact with the public, special interest groups, County officials, government agencies and County departments requires that the incumbent have the ability to communicate effectively. Must be able to collect, assimilate and analyze data and information and operate a personal computer.

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. Effective presentation techniques and formats. Data collection procedures and methodology. Graphics. Research and analysis methods. Maintaining confidentiality. Computer software programs including Word, Excel, Power Point, e-mail as well as Internet research capabilities.

Ability to: Establish and maintain effective working relationships with other employees, officials, and the public. Understand and execute complex oral or written instructions and to apply available guidelines to widely varied situations. Express ideas and convey information effectively, orally and in writing. Maintain the confidence, confidentiality and the situational awareness that is necessary for the Commissioner's Office. Write reports to properly identify and present data. Maintain records of activities and time expended on projects. Operate a personal computer; including related peripheral equipment and standard application programs. Keyboard at a speed of at least 50 w.p.m.

QUALIFICATIONS:

Four years progressively responsible experience in the area of office administration, research and analysis or related field is required; 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. Must have the ability to take and transcribe notes accurately and keyboard accurately at a speed of at least 50 WPM.

Bachelor's degree in Business or related field preferred.

Experience in the use of the latest release of Microsoft Office Suite, including Word, Excel and Access is preferred.

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

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.