

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ADMINISTRATIVE SPECIALIST

DEPARTMENT: Community Development

REPORTS TO: Director, Community Development

GENERAL STATEMENT:

The incumbent performs specialized and complex administrative and coordination duties. This position has major independent administrative responsibilities as well as being an active participant in the administrative, or the coordination of work of the department's managerial staff. The incumbent accomplishes varied administrative projects, researches and makes decisions, and acts for the Director, Community Development in certain administrative matters/circumstances. 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 he/she is responsible.

Work is performed under general supervisory guidelines and requires the use of independent judgment in the completion of assigned duties. Work is reviewed by the Director, Community Development through reports, meetings and conferences for results obtained, timeliness and conformance to established policies and objectives.

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:

Provide administrative and coordination support to the Director and Assistant Director. Schedule and maintain calendar for Director and Assistant Director that requires extensive contact within and outside the department including other directors, public officials, private sector individuals, and the public.

Use a computer to create, transcribe, or prepare often sensitive correspondence, reports, presentations, and other materials. Utilize Powerpoint, Word and Excel software to create presentations, documents, and spreadsheets. Develop, obtain and provide information and materials that can assist department management in accomplishing work or making decisions.

Act on supervisors' behalf in accomplishing many general and complex administrative matters, which may involve making decisions and commitments within scope of delegated authority. Advise staff on administrative issues. Independently schedule and coordinate all phases of departmental special projects.

Conduct research, gather information as needed/requested by Director for complaints, budget issues, technical topics, personnel issues, etc. Compile statistical reports of all building permit information to be released to the public and government agencies.

Prepare and coordinate agendas for various meetings. Record and prepare meeting minutes. Schedule department staff meetings.

Work with Commissioner staff to receive and route all information/action requests from the Kitsap County Commissioners. Coordinate department response by logging request, referring item to appropriate manager/staff to research and prepare appropriate response, and following up on response to assure that it is returned to the Commissioner by deadline.

Interface with Commissioners, County Administrator and other public officials on confidential information. Support and respond to requests from other departments, agencies, and the general public. Interface with community to solve problems and direct inquiries.

Read and prioritize incoming correspondence. Receive and route all Prosecutor requests for the department. Oversee and track the Public Disclosure Request process for department.

Design, develop and maintain computer databases as assigned. Maintain all specialized address books and calendars in Groupwise for the Director and department.

Oversee the coordination of administrative activities of the Office Specialist I such as payroll processing, contract/grant preparation, etc. Develop and maintain office procedures.

Prepare mailings to outside agencies on projects and grants.

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.

Other Job Duties:

Act as backup for certain administrative duties of the Administrative Services Supervisor and Office Specialist I as required.

Perform other related duties as assigned.

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. The incumbent must work independently, under a high level of stress, and handle multiple simultaneous requests for assistance. Attendance at meetings may require working evenings and other odd hours on occasion. Extended periods of sitting may be required at times. The incumbent must have the ability to communicate effectively and appropriately and to operate a personal computer. Must be able to collect, assimilate and analyze data and information related to areas of responsibility. May be required to work over 40 hours in a workweek.

KNOWLEDGE AND ABILITIES:

Knowledge of: Office practices and administration. Office administration and secretarial principles and techniques. Policies, procedures, and practices applicable to public office functions. Data collection procedures and methodology. Research and analysis methods. Computer software programs including Microsoft Word, Excel, Access, and Powerpoint. Effective communication techniques and methods.

Ability to: Establish and maintain effective working relations with other employees, public and private officials, and the general public. Read, understand and execute complex oral and written instructions. Communicate effectively both orally and in writing. Compile data and prepare reports to properly identify and present data. Operate a variety of office equipment, including a personal computer, copiers, recording equipment and projectors. Apply established guidelines to widely varied situations. Establish and maintain complex record-keeping systems. Work independently and make appropriate decisions regarding work methods and priorities. Handle multiple, simultaneous work requests. Use tact and diplomacy. Maintain confidentiality where necessary.

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.

Previous experience using a personal computer, Microsoft Word, Excel, Access and Powerpoint in an office setting is required.

LICENSES, CERTIFICATES AND 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.