

ADMINISTRATIVE SPECIALIST

A. CLASS DEFINITION

Under direction, the incumbent serves as the lead administrative support staff member for an assigned Port executive and department staff. The incumbent provides staff support for departmental functions and administration and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class perform the most complex and sensitive administrative support duties. Positions in the Administrative Specialist class are distinguished from the Office Specialist classifications in that the secretarial duties, functions and responsibilities assigned emphasize the execution of administrative detail assisting a department manager in making maximal effective use of time. The difficulty and complexity of the work performed and the required thorough knowledge of the operations and administrative policies and procedures of the department to which the incumbent is assigned differentiate this class from the Office Specialist classes. Incumbents serve as lead workers and are expected to exercise independent judgment in applying the body of technical information in the performance of their duties, with review of end results by management. The emphasis of the Office Specialist classification series is more on the accomplishment of general clerical, typing, word processing and related duties. Incumbents in the latter class perform less difficult, complex and responsible administrative support duties. Administrative Specialists may act for a higher level secretary in that person's absence. Serves as a lead worker

B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Types and proofreads a wide variety of reports, letters, memoranda and statistical charts; types from rough draft or verbal instruction; reviews materials for completeness, accuracy, format and compliance with policies and procedures; initiates or drafts complex, but non-technical correspondence for appropriate signature.
2. Performs a wide variety of responsible, complex and technical administrative, secretarial and clerical duties in support of the staff of an assigned department; follows-up on special projects and assignments; keeps informed of status of projects.
3. Attends a variety of meetings; prepares and compiles agenda packets; takes and prepares minutes; disseminates information, as appropriate.
4. Researches and compiles a variety of informational and/or confidential materials from sources both inside and outside the assigned area; summarizes information as directed.
5. Prepares, assembles and distributes agendas and accompanying materials for assigned meetings; records, transcribes and distributes minutes of meetings
6. Establishes and maintains a variety of department filing systems, databases, records and rosters; organizes and maintains various administrative, reference and follow-up files; purges files as requested; prepares various documents for filing and indexing.
7. Screens office and telephone callers; responds to and resolves complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
8. Maintains a calendar of activities, meetings and various events for the assigned department; makes arrangements and/or reservations for meetings, travel, lodging, etc.; schedules meetings according to established policies.

9. Operates a variety of office equipment including copiers, facsimile machine and computer; inputs and retrieves data and text; organizes and maintains disk storage and filing.
10. Relieves managers and supervisors of certain administrative matters by following up on projects, transmitting information and keeping informed of pertinent activities and assisting management in implementing selected departmental activities.
11. Assists in the preparation of the budget; attends budget meetings; monitors the cost of department operations against the approved budget; reviews budget performance reports, departmental financial transactions and centralized accounting records to resolve discrepancies and procedural problems.
12. Maintains and monitors database of invoices and monies spent; processes invoices through Finance Department.
13. Assists in the preparation of contract documents; proofreads and tracks contract documents.
14. Organizes own work, sets priorities and meets critical deadlines.
15. May oversee the work of lower level clerical support staff as required, including assisting with the selection, training and evaluation of personnel.
16. Develops and implements procedures for expediting the flow of clerical work through the office.
17. May serve as Executive Assistant when necessary.
18. Performs related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Working knowledge of modern office practices, procedures and methods, including filing and the operation of standard office equipment.
- Working knowledge of business letter writing, standard format for typed materials, design of filing systems.
- Correct English grammar, spelling and punctuation.
- Standard PC software and hardware.
- Appropriate federal, state, and local government regulations and laws relating to the work performed.
- Port policies and procedures.
- Basic business mathematics.
- Understand and demonstrate proper customer service principles.
- Procedures to the department to which assigned.

Ability to:

- Organize duties and determine priorities in order to meet assigned deadlines.
- Interpret, explain and apply administrative and departmental policy, rules and procedures of assigned department.
- Analyze situations carefully and adopt effective courses of action.
- Communicate effectively in oral and written format by using correct English grammar, spelling, vocabulary and punctuation.
- Compile and maintain complex and extensive records and files.
- Use PC hardware and software.
- Compose general correspondence and documents.
- Use modern office equipment.
- Perform mathematic calculations with speed and accuracy.
- Train and evaluate lower level office support staff.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work under pressure, completing work in an accurate manner while meeting conflicting deadlines and schedules which are often set by others despite frequent interruptions.
- Use initiative and exercise sound and effective judgment within established guidelines.
- Deal tactfully and effectively with customers and the public.
- Maintain confidentiality of information.
- Physical ability to lift and carry boxes and materials up to 25 pounds.
- Physical ability to type 50 words per minute.

D. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works in-doors in an air conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include any combination equivalent to graduation from high school or equivalent and one year of secretarial experience providing responsible office and administrative support OR three years of progressively responsible general clerical or office support experience. Business or secretarial school training is desirable.

G. OTHER CHARACTERISTICS

1. May be required to possess a valid California Class C driver license at the time and for the duration of appointment.

CLASS CODE #:	10634
STANDARD HOURS-DAY/WEEK:	7.5/day - 37.5/week
CS CLASS:	Classified
FLSA:	Non-Exempt
Classification Created: (Port Ordinance)	June 17, 2003 (3753)