JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Administrative Specialist</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Public Service</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>Public Service Director</td>
</tr>
<tr>
<td>Location</td>
<td>Public Service Building</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>9/21/17</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Civil Service</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Bargaining Unit</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Hourly - Paid Overtime</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a position. Work involves performing a wide range of administrative and personal assistant duties including conducting research, preparing statistical reports and spreadsheets, preparing correspondence, reports and presentations, handling information requests, planning conferences and meetings, providing purchasing and payroll support, fulfilling employment administration requirements, making travel arrangements, and maintaining calendars and schedules.

The Administrative Specialist must perform a wide variety of administrative support duties ranging from general clerical support to complex administrative coordination.

This position may facilitate request for Department Services. This position requires intermediate or advanced level proficiency in the use of standard desktop applications, including the ability to produce documents and presentations of all kinds using word processing, spreadsheet and presentation software tools.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Respond to and initiate inquiries (questions regarding purchasing, personnel, facilities, administration, specialized programs, etc.) Explain policies, answer questions, and independently resolve problems whenever feasible.
- Prepare presentation materials for use by others, editing content and adding appropriate graphic and design elements. These responsibilities may include creating basic web content.
- Compose and/or prepare correspondence, memoranda, promotional materials, forms, newsletters, manuals, and reports using appropriate word processing and spreadsheet tools. Perform basic statistical calculations on data for reports and presentations.
- Plan, prioritize and schedule meetings and appointments for Directors and other management. Make decisions on a daily basis regarding calendars.
- Assist with grant proposals and serve as a resource for information related to the administration of grants and contracts.
- Perform specialized administrative duties required to support the specific program area, using discretion to make judgments based on operating guidelines. Support purchasing requirements for department, researching items and obtaining price quotes, entering information into university systems, receiving purchase orders, and maintaining P-Card information as required.
- Support human resource and payroll processes as a primary contact or backup for payroll preparation or certification, leave tracking, appointment papers, and other requirements.
- Arrange and coordinate travel for staff.
- Compile and maintain information that may require web or library researching, gathering, compiling, and updating data and records.
- Perform other administrative duties as required to support the mission and function of the unit.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of business English, punctuation, spelling and arithmetic.
- Knowledge of the regulations, procedures and services of the department to which assigned.
- Knowledge of word processing and the use of computers.
- Ability to perform arithmetic computations quickly and accurately.
- Ability to make minor decisions in accord with established laws, rules and regulations.
- Ability to supervise clerical personnel.
- Ability to maintain clerical records and prepare accurate reports as required.
- Ability to prepare effective correspondence on routine matters and perform some office management duties without supervision.
- Ability to take and transcribe oral dictation.
- Ability to understand and implement oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Skill in the operation of a typewriter and in rapid and accurate transcription of oral dictation.

### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, two-way radio, in written form or face-to-face.
- Ability to operate telephone, computer keyboard, calculator, switchboard, typewriter, photocopier and similar electronic and manual office machines.
- Ability to operate keyboard at 60 words per minute.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Ability to sit for long periods of time for typing and computer work.
- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- Ability to take and transcribe oral dictation and oral meeting notes.

### QUALIFICATIONS

List the minimum requirements to be considered for this position:

- This position requires a high school diploma or equivalent, with at least four years of experience in an office or administrative support position.
- Four year college degree preferred.
- Additional education may not be substituted for this experience requirement.

### WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical