

SENIOR DEPARTMENTAL ADMINISTRATIVE SPECIALIST

Salary Range: 20 (Confidential Salary Schedule)

DEFINITION

Plans, develops, promotes, coordinates and implements activities related to one or more specific program areas; provides a wide range of specialized confidential administrative support to a Department Head including personnel matters; supervises and coordinates the activities of staff and volunteers; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification that supports a Department Head by providing specialized administrative support to the professional staff of a City Department. Incumbents may be assigned to any department with the expectation that each assignment will require specialized knowledge of the program area and the laws, regulations, policies, and procedures relevant to that program. Incumbents may receive work direction from a variety of professional staff within the Department, and supervise assigned personnel.

SUPERVISION EXERCISED AND RECEIVED

This position reports to a Department Head and supervises assigned personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

Duties may include, but are not limited to the following:

- Performs a wide variety of responsible, confidential, and complex duties in support of the Department Head, including assistance with personnel matters.
- Coordinates, monitors, and evaluates programs, activities, operations, policies, and procedures; provides consultation, makes recommendations for improvements, assists in resolving operational and administrative problems; prepares various reports on programs, activities, and operations.
- Evaluates business operations and activities; recommends improvements and modifications; prepares various reports on operations and activities.
- Supervises, trains, and evaluates professional and technical subordinates; provides technical advice and assistance to staff; selects and oversees the work of contractors.
- Coordinates department business services activities with other City departments and outside agencies.
- Ensures program operations comply with City, State, and Federal laws, policies and procedures; interprets, clarifies, explains, and applies City policies, procedures, practices, relevant laws, and regulations.
- Coordinates office management and fiscal operations; prepares cost estimates for budget recommendations; submits justifications for business services; prepares budgets and financial reports; tracks and authorizes equipment; orders, maintains, and allocates supplies and equipment.

- Reviews and maintains a variety of contracts to ensure compliance with deadlines and conditions.
- Prepares a variety of documents including charts, graphs, reports, contracts, legal forms, financial documents, and proposals to ensure documents are accurate, complete, and adhere to legal guidelines.
- Collects quantitative and qualitative data; prepares and presents findings and recommendations.
- Oversees the processing of invoices, requisitions and purchase orders; reviews and processes financial documents.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, programs, services, activities, and resources of assigned program areas
- City organization and functions; laws, rules, codes, and regulations governing department activities
- Principles and practices of fiscal, statistical, and administrative research, and report preparation
- Principles and practices of program development and administration
- Principles and practices of records management
- Principles and practices of business contract preparation and administration
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures
- Principles and practices of supervision: performance evaluations, grievances, discipline
- English usage, spelling, grammar and punctuation
- Modern office practices and technology including personal computer hardware and software
- Techniques for providing a high level of customer service and dealing effectively with the public, vendors, contractors and City staff

Ability to:

- Use tact, discretion, and good judgment in the handling of sensitive and confidential information
- Supervise subordinate staff, including planning, organizing, coordinating, and evaluating administrative work
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to department activities
- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies
- Consult with and coordinate the administrative requirements of different department staff members
- Interpret, apply and ensure project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances.

- Prepare financial and statistical reports
- Acquire subject matter expertise in the functions and activities of the department to which assigned
- Prepare clear, concise and accurate reports, correspondence and other written materials including bids and financial information
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials
- Maintain accurate and effective filing systems and records
- Utilize discretion in the handling and disclosure of confidential information
- Maintain confidentiality of all records and information.
- Organize and prioritize a variety of projects and assignments in an effective and efficient manner; organize work, set priorities, and meet critical deadlines
- Exercise sound independent judgment within established guidelines
- Establish maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the 12th grade, and five (5) years of progressively responsible administrative work experience, including at least three (3) years of experience explaining policies and procedures to the public.

- An Associate of Arts degree with major coursework in business, public or office administration, or a related field may be substituted for one (1) year of the required experience. A Bachelor's degree from an accredited college or university in business administration, public administration, or a related field may substitute for two (2) years of the required experience.

GENERAL QUALIFICATIONS:

License Requirements:

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office

equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.

Working Conditions:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.