

Nebraska Department of Education  
Classification Specification

Job Code: EDB405/EDR405/EDO405  
Paygrade: 44

Established: 5/02 Revised: ~~6/07~~ 56/14

## Administrative Specialist I

**Purpose of Class:** Carries out the administrative support duties of the Agency by assisting with the administration of a function/program requiring a high level of knowledge and expertise in the area of job assignment; provides work direction and guidance to employees of an administrative function in a specialized area of responsibility; directs and carries out the work of the programmatic/function within prescribed fiscal boundaries and monitors the programmatic/function along defined parameters. Requires functional expertise in providing preparation, projections, and analysis for various programs.

### Distinguishing Characteristics

**Level:** First in a series of three

**Work Direction Received:** Works under general supervision

**Direction of Others:** Guides/Oversees; may lead in providing work direction

**Scope/Nature of Discretion:** General discretion; performs duties with moderate opportunity to exercise independence within broadly-defined policies and procedures

### Examples of Duties

Under supervisory direction, plans and directs phases of the work of a program/function in a specialized area of responsibility or education/disability/rehabilitation service; makes decisions regarding short-term program/function direction and assists in developing work plans for program/function activities to achieve monthly and yearly goals.

Consults and cooperates with various commissions, groups, and program staff in carrying out program/function responsibilities; assists in planning and scheduling necessary activities to meet program/function objectives.

Communicates with various administrators and staff about program financial status, budget status, budget analysis, budget projections and cash funds; carries out fiscal management of funding sources to support daily operations.

Assists in development of Agency budget; prepares the necessary documentation for teams supported to submit budgets, allocations, and supplemental appropriation requests to the appropriate Administrator.

Consults with and provides technical assistance to program staff on program fiscal requirements; assists with conducting program audits and provides back-up for programs; provides technical assistance on their interpretations.

## Examples of Duties (continued)

Consults with program staff on interpreting program fiscal regulations and reviewing and implementing federal and state laws/regulations relating to functional aspects of financial aid programs; reviews and provides assistance to assure that proper practices are adhered to by Agency staff.

Provides assistance to school districts in budgeting school funds, reporting financial information, and complying with statutory school district spending and levy limitations; audits school financial reports for compliance with auditing standards.

Creates and maintains electronic and paper personnel records for staff; informs/explains benefits, rules, and regulations to staff; inputs initial data as well as modifications to employee deductions, benefits and accruals; works with accounting staff to reconcile payroll problems; audits employee leave usage upon request.

Coordinates all aspects of video production including arranging for locales, talent, and other items to produce digital video footage; works with customer scripts or writes and edits scripts for video and audio productions; builds and arranges minimal on-location recording sets, places props, and arranges lighting; operates cameras in the studio or on location; uses software to edit and assemble productions including graphics, titles, sound effects, music and narration to produce a finished product; prepares digital video and audio information to stream via the Internet.

Maintains regular and reliable attendance.

## Minimum Qualifications

Associate's degree in a related ~~field~~area and two years of ~~related~~experience related to the essential functions of the position. Any equivalent combination of education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

## Knowledge and Abilities

### Knowledge

- Program/function knowledge in which technical assistance is provided
- Concepts, principles, and methodologies that relate to technical area
- Compliance principles related to program/functional knowledge
- Laws, statutes, and regulations related to program/functional areas
- Policies and procedures of Agency and programs served
- Service agencies across the state providing assistance to clients
- Program rules and regulations of governmental and private agencies
- Office equipment and computer software programs

### Abilities

- Establish and maintain effective working relationships with diverse groups including staff and school personnel
- Apply program policies and procedures to review programs for compliance
- Prepare reports as required by statutes and regulations conforming to standards

- Convey technical information to individuals at various levels in the organization and technical assistance to funded projects and other agencies
- Utilize data and other information in the successful performance of the job
- Process documentation and information in order to respond appropriately