

Nebraska Department of Education
Classification Specification

Job Code: EDB406/EDR406/EDO406
Paygrade: 46

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

Administrative Specialist II

Purpose of Class: Carries out the administrative duties of the Agency by assisting with the administration of a program/function or serving in an administrative role for the program/function; assists in the preparation of grant applications and administers resulting grant funds; directs and carries out the work of the program/function within prescribed fiscal boundaries and monitors the program/function along defined parameters. Requires functional expertise providing preparation, projections, and analysis for various programs.

Distinguishing Characteristics

Level: Second in a series of three

Work Direction Received: Works under general/limited 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 according to broadly-defined policies and procedures

Examples of Duties

Under administrative direction, plans and directs all 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 develops work plans for program activities to achieve monthly and yearly goals.

Consults and cooperates with various commissions, groups, and program staff in carrying out and directing program/function responsibilities; plans and schedules necessary activities to meet program/function objectives.

Allocates appropriations to various program activities; 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 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, schools, educational service units, and other subrecipients on aid program's fiscal requirements; assists with conducting program audits and provides backup documentation for programs.

Examples of Duties (continued)

Assists staff and grantees in interpreting program fiscal regulations and in reviewing and implementing federal and state laws/regulations relating to functional aspects of financial aid programs.

Assists program staff in administering grant funds by receiving, reviewing and making adjustments related to grant payment requests; approves and prepares disbursements of funds and maintains payment records and documentation; prepares reports as required by law, statutes, and regulations.

Utilizes informational resources and data in managing the work of the program/function; prepares and disseminates documents, publications, and other communications; may provide technical assistance to staff members and grantees, regarding interpretation of fiscal policies and procedures.

Within accepted management principles and practices, recommends modifications of existing policies and procedures to meet changing or unique circumstances; assures adherence to applicable laws, statutes, and regulations.

Plans and performs desk and on-site field audits by analyzing, preparing, and disseminating accounting records and audit work papers; formulates audit adjustments; interprets regulations and provides assistance to grantees; prepares and issues final audit report findings.

Maintains regular and reliable attendance.

Minimum Qualifications

Bachelor's degree in ~~Business Administration, Human Resources or a~~ related field, and two years of ~~job-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 (e.g., auditing and accounting principles; human resources management)
- Compliance principles related to program/functional knowledge
- Laws, statutes, and regulations related to program/functional areas
- Policies and procedures of Agency and programs
- Service agencies across the state providing assistance to clients
- Program rules and regulations of governmental and private agencies
- Office equipment and software programs
- Work plans for program activities to achieve goals

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

Abilities (continued)

- Convey technical information to individuals at various levels in the organization and provide technical assistance to funded projects and other agencies
- Provide leadership in the development of pertinent aspects of the program (e.g., fiscal, human resources)
- Utilize data and other information in the successful performance of the job
- Process documentation and other information in order to respond appropriately
- Provide leadership in the development of pertinent aspects of the program (e.g., fiscal, human resources)
- Conduct training sessions and workshops and technical assistance to clients
- Use computers and appropriate computer software applications, including word processing, spreadsheet, presentation and database management