

Administrative Specialist III

Purpose of Class: Carries out the administrative duties of the Agency by assisting with the administration of a broad program/function or serves in an administrative role for the program/function; develops discretionary boundaries for direct reports.

Distinguishing Characteristics

Level: Third in a series of three

Work Direction Received: Works under limited supervision

Direction of Others: Leads/Supervises; provides assistance to and directs the actions of subordinates with an emphasis on short-term, operational results

Scope/Nature of Discretion: General/Delegated discretion; supervises and directs with a moderate opportunity to exercise independence within broadly-defined policies and procedures; has authority to take required actions

Examples of Duties

Under administrative direction, plans and directs all phases of the work of a broad program/function in a major area of responsibility or education/disability/rehabilitation service; interprets and explains to staff and others the individual and collective objectives set by senior management and the relationship of the program/function to those objectives; monitors and evaluates programs.

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

Determines need and makes requests for staff and funding required to carry out program/function objectives; contributes to the formulation and justification of budgetary requests for Agency; approves expenditures and is accountable for results within the parameters of the program; disburses grant funds and oversees fiscal aspects of grant programs.

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

Within the organizational framework, directs a program/function and implements decisions using informational resources and data; prepares and disseminates documents, publications, and other communications; may provide technical assistance to staff members including interpretation of policies and procedures.

Examples of Duties (continued)

Makes decisions/recommendations regarding selection of employees; directs the work of a group of employees, including professional and support staff; implements principles and techniques of performance management in supervising and evaluating staff.

Maintains and monitors various functional records and operation of specific functional area; analyzes costs and trends within functional areas and confers with staff and administrators on matters relating to budgetary policy and administration.

Establishes standard procedures with proper documentation of same; prepares periodic functional and statistical statements and reports.

Maintains regular and reliable attendance.

Minimum Qualifications

Bachelor's degree in ~~Business Administration, Human Resources, or a~~ related field, and four years of ~~job-related~~ experience related to the essential functions of the position. Any equivalent 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 areas (e.g., auditing and accounting principles; human resources management)
- Compliance principles related to program/function knowledge
- Laws, statutes, and regulations related to program/function 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 computer software programs
- Work plans for program activities to achieve goals
- Program/services within program/function responsibilities
- Supervisory practices and procedures

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 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
- Supervise subordinates and work with minimal supervision
- Provide leadership in the development/improvement of the program/function