

ADMINISTRATIVE SERVICES SPECIALIST

DEFINITION

Under direction of Community Development Director, to perform highly specialized administrative support, fiscal support, and/or program operation functions of the Community Development Department.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized administrative, fiscal and/or program support classification for planning, organizing, coordinating, and performing administrative support, fiscal support, and/or program operation functions of the Community Development Department. An incumbent in this class may be assigned supervisory responsibilities for the day-to-day direction and oversight of administrative support staff.

REPORTS TO

Community Development Director

CLASSIFICATIONS SUPERVISED

Office Assistants and/or Fiscal & Technical Specialist positions, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, and performs a variety of administrative program operations and support work; may be assigned to highly specialized areas critical to Department functions such as fiscal tracking, budget development and administration, grant management, department administrative support, contract development and management, or other areas depending upon an incumbent's background, skills, and knowledge. May be assigned to supervise and evaluate the work of office and technical support staff, including scheduling and reviewing work assignments. Develops and analyzes information and prepares program, grant and fiscal reports; prepares Department payroll documents; has responsibility for planning and performing a variety of administrative programs/projects as assigned; plans, organizes, and participates in the development of department computerized information; provides a variety of fiscal and administrative support for Department programs through the review of financial documents, payroll records, claims, and statistical data; supervises and monitors the preparation of invoices, travel authorizations, warrants, receipts, and other items;

monitors on-going fiscal expenditures, revenues, fund transfers, and purchase orders; processes accounts receivable and payable; prepares budget transfer requests; and prepares agenda items for submission to the County Board of Supervisors as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; stoop, kneel and crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; physical ability to lift, push, carry, and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment, continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- In-depth knowledge of the functions, programs, and policies of the Community Development Department.
- Computers and software used in Department and County information systems.
- Program development, monitoring, and evaluation.
- Principles of budget development and administration.
- Principles of fiscal management including grant management, reimbursement, and reporting; and typical daily fiscal tasks.
- Statistical and financial record keeping methods, procedures, and techniques.
- Techniques for the development and analysis of a variety of specialized information, as well as information and report presentation and development.
- Program policies and operation requirements in the County Department/unit/County-wide program where assigned.

Ability to:

- Plan, organize, schedule, coordinate, and perform most highly specialized administrative support, fiscal support, and/or program operation functions of a County Department, major organizational unit, or County-wide program.
- Gather, organize, analyze, and present a variety of narrative and statistical data and information.
- Assist with the development and administration of the Community Development Department program budget, including grant management.
- Prepare administrative reports and correspondence.
- Prepare and administer contracts.
- Analyze situations accurately and determine effective courses of action.
- Prioritize work-load to meet established time lines and special requests.

- Work within multiple time frames and deadlines.
- Prepare, maintain, and submit complex fiscal and/or statistical records to appropriate County Departments and other government agencies, as assigned.
- Maintain confidentiality of materials and use discretion in sensitive situations.
- Deal tactfully and courteously with the public, other County staff, and representatives of other government agencies, when explaining the functions, policies, and programs of the Department/unit/County-wide program.
- Establish and maintain cooperative working relationships.
- Provide general fiscal and administrative support, such as accounts payable and receivable, payroll entry, and front desk and phone customer service as needed.

Training and Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
 - Five years of increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal management, budgeting, and/or fiscal grant management under state and federal requirements.

Special Requirements:

- . The Community Development Department has the following specialized needs:
 - Fiscal management of local transportation funds and participation in the development and administration of the transportation work program (the annual Overall Work Program, or OWP).
 - Fiscal management of grants, such as California Development Block Grant, HOME, various other housing grants, and various state and federal planning grants.
 - Quarterly billings for grant and program reimbursements.
 - Administration of the Housing Mitigation Ordinance fees and program, including fee structure.
 - Financial oversight of geothermal well monitoring, royalties, and USDA contract.
 - Assist with the development and oversight of the departmental fee structure.

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 will be required to follow instructions and to perform other job-related duties as may be required.