



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SPECIALIST \$24.19 - \$30.84 per hour

**RECRUITMENT
OPENS
FEB. 5, 2019**

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**CLOSING DATE
MAR. 7, 2019**

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DEFINITION

Under general supervision, an Administrative Specialist performs technical administrative duties to support complex administrative or operational activities; researches, gathers, organizes and prepares data; reviews documents and data for compliance with program requirements; maintains complex files, records, reports, correspondence and other documents; prepares detailed reports regarding budgetary and funding allocations and expenditures; and Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Administrative Specialist is an advanced level class in the series. An incumbent in this class performs technical administrative duties that require substantial interpretation and application of laws, regulations and/or specialized departmental and/or program policies. Develop administer, maintain and adhere to Santa Cruz METRO's travel principles and policy for each Employee, Board of Director, and external candidate traveler and communicates with business event sponsors and organizations in arranging complex travel. This class is distinguished from the lower-level class of Administrative Assistant because an incumbent in the latter class performs advanced-level clerical rather than technical administrative duties. This class is also distinguished from the higher-level class of Administrative Supervisor as an incumbent in the latter class supervises the work of subordinate clerical and/or technical administrative staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

Reviews a wide variety of documents and data including records, forms, correspondence, agreements, grants, contracts, operating plans, program audits, progress reports, service reports, and files, for accuracy, completeness, and compliance with program policies, procedures and requirements.

Assists in controlling budget account ledgers; assists in researching, compiling and preparing budget proposals; prepares estimates for supply and equipment requirements for budgetary purposes. Develops, maintains, and updates administrative procedures; classifies correspondence, reports, documents, publications, and other material in accordance with established index systems; reviews dated files to purge or combine materials; updates index and cross reference files. Provides input regarding the design, organization, retrieval, and reporting functions for information management systems; conducts studies to determine the feasibility of modifying administrative systems and procedures to improve efficiencies of automated records processing. Collects, complies, and organizes data for reports, recommendations, policies, and special projects for State and Federal agencies, as well as the public; collects, assembles, and interprets data related to project and program operations. Prepares, monitors, and processes a variety of transactional documents including purchase requisitions, budget requests and transfers, expenditure claims, and personnel/payroll actions. Composes and prepares correspondence and reports; prepares detailed narrative, oral, statistical and graphic reports; provides information and explains policies to staff and other agencies; researches and prepares responses as directed; maintain complex files and record-keeping systems. Receives, reviews, and processes requests and complaints from other departments, members of the public, and other agencies; researches information to assist management in formulating a response. Conducts, tracks and monitors technical administrative studies and projects concerning Santa Cruz METRO policies, procedures, programs, or grants; assists in planning, implementing, and evaluating administrative tools and opportunities for process improvement; makes recommendations on proposed methods and procedures.

Designs and develops measurement tools or techniques to assess needs, services, and program effectiveness; develop questionnaires and forms to gather, organize, and tabulate data and information; investigates, studies, and composes reports pertaining to operating procedures and administrative problems. Operates standard office equipment; utilizes standard business computer software in performing job tasks. May utilize specialized Santa Cruz METRO software. Drive a Santa Cruz METRO vehicle to perform assignments. Performs related work as required

EMPLOYMENT STANDARDS:

Knowledge of:

Technical principles, practices, and procedures common to public administration, including budgeting, records management, purchasing, and the use of technology. Basic and regulations applicable to the area of assignment. Advanced administrative and office practices, procedures and equipment, including the use of automated information systems to improve administrative practices. Technical processes pertaining to accounting, purchasing, and data maintenance. Advanced business correspondence, formatting, and report writing. Technical methods of researching, gathering, organizing and reporting data. Advanced methods of prioritizing, planning and organizing work. Advanced time management techniques. Advanced customer service techniques. Intermediate mathematics including percentages, and Intermediate statistics. Advanced telephone techniques and etiquette. Effective use of modern office equipment, personal computers, and standard business software.

Ability to:

Evaluate, interpret and apply policies, regulations, and requirements as they apply to technical administrative activities. Interpret and apply policies, procedures, and Federal State and local regulations to comply with program or project reporting requirements, public outreach, and organize data into functional reports. Coordinate and perform technical administrative activities and meetings in a manner that complies with applicable laws, regulations, and policies. Perform meeting minutes in a highly technical setting and transcribe into report format. Investigate and document administrative, operational, and programmatic problems. Work independently using good judgment, tact, and discretion. Review and screen documents for minimum qualifications or other requirements. Maintain confidentiality of materials, records, files, and other privileged information. Interpret, explain, and apply policies, procedures, and regulations. Maintain records and control systems with accuracy and attention to detail. Adhere to established work schedules and timelines. Maintain a calm demeanor in stressful situations. Balance multiple assignments simultaneously and effectively. Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned. Communicate clearly and effectively in both oral and written form. Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public. Review and edit documents for proper grammar, punctuation, and spelling.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience: Two (2) years course work from an accredited college in industrial relations, public administration, business administration, or a related field.

AND

Three (3) years of responsible administrative experience performing program monitoring and reporting, including responsibility for complex records retention and filing. Experience in a public agency is desirable.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout employment. Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear; and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee typically works in a standard office environment where the noise level is moderate.

OTHER CONDITIONS OF EMPLOYMENT:

Must pass requisite background check. May occasionally work extended hours or hours outside of regular schedule.

APPLICATION PROCEDURE**HOW TO APPLY:**

Visit our website, www.scmted.com to complete our on-line application. Resumes will not be considered in place of the line application. On-line applications must be submitted by 5:00pm on March 7, 2019.