

CLASSIFICATION ADDENDUM

Job Title: Administrative Specialist

Classification Specification: Administrative Specialist

Barg Unit: NON, OPE

Pay Grade: B21-B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Administrative Specialist performs advanced clerical and administrative office duties in support of management. Responsibilities typically include: preparing and proofing/reviewing of reports, forms, notices, correspondence, etc., attending meetings and taking minutes; overseeing filing systems and records; completing budgeting and/or financial tasks; creating and processing complex documents and reports; conducting special projects; ordering equipment and supplies; scheduling staff trainings and events, and/or coordinating travel; resolving concerns and complaints and referring inquiries/concerns as appropriate; providing information and serving as a liaison between the public and technical/professional staff. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the area of business providing a variety of clerical/administrative support duties of increasing complexity.

Licensing and/or Certification Requirements:

- Oregon Driver's license in some areas.

Knowledge:

- Accurate use of punctuation, spelling, sentence structure and vocabulary.

Skills: *(Demonstrated skill in performing the following)*

- Making basic mathematical computations;
- Performing work involving independent judgment and requiring accuracy and speed;
- Creating and maintaining orderly and accurate records, files, and file systems;
- Gathering, compiling, organizing and interpreting information.

Qualification For Grade Progression:

B21 – Contributing

B22 - Journey

B23- Advanced/Lead

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

2012.01 - Created
2014.08 – Revised by HR



ADMINISTRATIVE SPECIALIST

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Administrative Specialist
Classification Code:	ADMSPC
Effective Date:	7/1/2011
Pay Grade:	B21-B23
FLSA Status:	Non-Exempt

Classification Summary

The Administrative Specialist is responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program. Responsibilities will vary in accordance with assigned area of responsibility but could include; assisting with the implementation of department goals, objectives, strategies, and policies; coordinating the work of lower level support staff; overseeing the scheduling of regular and special events; and conducting a variety of administrative projects and research.

Following are descriptions of the competency levels:

Contributing Level - Applies basic advanced administrative skills and may develop more advanced skill as appropriate and needed in the position.

Journey Level – Applies some advanced skills to the position; may adapt procedures and processes; resolves most questions and problems.

Advanced/Lead Level – Applies advanced skills appropriate for the position or specialization; adapts procedures and processes as necessary; assignments are broad in nature and usually require originality and ingenuity.

Distinguishing Characteristics

- This is the second level in the Administrative Support series.
- Administrative Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process.
- May include lead responsibilities for lower level support staff.

Essential Duties	
<i>The duties listed below are a typical sample; position assignments may vary.</i>	
1	Conducts a variety of advanced administrative support duties and projects; conducts basic research and prepares reports.
2	Assists with the implementation of department goals, objectives, strategies, and policies.
3	Oversees the scheduling of regular and special events and/or other activities.
4	Oversees and maintains various files and records; collects data and prepares letters and a variety of documents.
5	Responds to inquiries regarding services or information; directs individuals to appropriate personnel as needed.
6	May complete financial tasks involving the monitoring and processing of transactions.
7	May provide lead direction in the form of technical and functional supervision for lower level support staff.
8	Actively supports an inclusive and respectful work environment.
9	Performs other duties of a similar nature or level.

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
Training & Experience: Associate's Degree, or two-year technical certificate; and sufficient experience as necessitated by the competency level in the position.	
<ul style="list-style-type: none"> • Contributing level: 1-2 years of progressively responsible support experience as appropriate to perform the duties of the position. • Journey Level: 3-5 years of progressively responsible support experience. • Advanced/Lead Level: 5 or more years of progressively responsible support experience. • Specialized knowledge specific to area of assignment may be required. 	
Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • Based upon assignment specified certifications may be required. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Principles and practices of assigned area of responsibility; rules and regulations; • Research methods and recordkeeping techniques; • Customer service methods and principles; • Basic budgeting principles; • Modern office methods and practices; • Filing principles and practices; • Report preparation techniques; • Data gathering and report writing techniques; • English language and grammar; • Inclusive and respectful work place practices; 	
Skills Required: <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> • Developing and maintaining respectful and inclusive work relationships; • Performing assigned duties in a safe manner; • Prioritizing and performing multiple tasks accurately; • Preparing and proofreading a variety of reports and/or documentation; • Utilizing methods, techniques and operating systems of assigned area of responsibility; • Using computers and related software applications; 	

Qualifications

- Keyboarding; report preparation;
- Providing customer services;
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Position may be sedentary or light work depending on assignment.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)
2010.11 – Revisions by HR
2011.07 – Adopted
2014.08 – Revisions by HR