



West Valley - Mission

Community College District

CLASS SPECIFICATION

ADMINISTRATIVE SPECIALIST

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 69

DEFINITION

To perform specialized program and/or administrative related duties in assistance to an assigned operational function; to research, collect and analyze data and prepare draft reports; to perform administrative and technical work of assigned program area; and to provide specialized and/or technical assistance to management.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Administrative Specialist class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel.

May exercise technical and functional oversight over clerical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, coordinate and implement program activities in area of assignment related to operational activities; prepare budgets, documents and/or brochures related to program activities.

Review, verify and input data and documents related to operational and/or program activities such as budgets, contracts, grants, loadsheets, claims, bonds, legislation, schedules, rentals, personnel actions and/or other related information.

Respond to requests for documentation and information related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers; may perform outreach and marketing duties related to assigned program area.

Perform administrative and technical duties related to area of assignment including interpreting, analyzing and determining compliance or acceptance of information and materials; prepare reports and/or graphics to document results of duties performed.

Provide front line support and information to students relative to area of assignment, as needed.

Assist professional staff in performing and conducting studies, special projects, and administrative and technical functions; perform data collection and analysis; prepare draft reports, graphics and technical documents.

Troubleshoot a variety of software systems relevant to area of assignment; respond to user questions and problems with relevant systems and equipment; input, assign and track work orders for repair and maintenance of systems and equipment.

Participate in the development and implementation of software packages and upgrades; monitor systems for accurate and effective performance; coordinate with district information technology staff to resolve issues as needed.

Perform basic graphic design and/or plan drawing work in the production of flyers, brochures, maps, cards and other program-related publications using related software applications.

Plan, prioritize, assign and review the work of clerical staff and students involved in duties related to area of assignment.

Schedule and coordinate the use of facilities and equipment related to area of assignment.

Establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required.

Ensure areas of responsibilities are in compliance with pertinent and applicable laws, codes, ordinances and legislation; regularly assess and modify reporting systems for improved effectiveness and efficiency; advise staff of any irregularities in compliance.

Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and compile correspondence and reports.

Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.

Assist supervisor with a variety of administrative operations and prepare or recommend on procedural modifications; order supplies and equipment; maintain calendars; process and respond to office communications and requests; process invoices.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and techniques of program implementation and operations.

Computer software related to area of assignment such as word processing, database, graphics, spread sheet and accounting applications.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Methods and techniques of research, report writing, and budget monitoring.

Modern office procedures, methods and computer equipment.

Principles and practices of administrative and/or technical area to which assigned such as budgets, contracts, grants, claims, bonds, facilities, legislation, schedules, rentals, personnel actions and/or other related information.

General functions, programs and objectives of a community college or similar educational institution.

Basic principles of organizing, assigning and reviewing the work of others.

Ability to:

Perform independent research in carrying out technical administrative and technical duties.

Intermittently review documents related to program operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Operate a personal computer utilizing spreadsheet, word processing, database and/or specialized graphics software.

Collect, compile, analyze and present a variety of data in a meaningful way.

Review and maintain budget and/or program area submissions and revisions for mathematical, accounting and overall accuracy.

Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.

Analyze situations quickly and objectively to determine proper course of action.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Organize, assign and review the work of assigned clerical staff and students.

Understand, interpret, and explain complex policies, procedures and regulations.

Develop and implement various data collection and reporting systems.

Learn and utilize specialized software in the production of program flyers, brochures and other publications.

Experience and Education

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

Experience:

Two years of increasingly responsible technical level program experience.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in business, education, general education or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Clerical/Secretarial

Date Approved: July 1, 2017