

## ADMINISTRATIVE SPECIALIST II

### SUMMARY

Under the supervision of the Administrative Services Supervisor, this position is responsible for providing sustained professional support to the administrative and field services functions of the District. Responsibilities include, but are not limited to: assisting in the implementation of the District's Human Resources and Information Technology programs; analyzing and organizing complex documents into a coherent records retrieval system; preparing letters and memos to meet administrative deadlines; routinely demonstrating intermediate software skills in Microsoft Office Suite; and, operating standard desktop computers, fax machines, copiers and other office equipment. Additionally, this position will assist in administrative functions related to the Board of Directors and District management. Strong interpersonal skills and an ability to exercise sound judgment and work both independently and as a team member is required. Confidentiality on all matters is essential.

This position is distinguished from the Administrative Specialist position, where as it requires a higher level of experience and job knowledge of District policies and procedures and meets the all requirements of the higher-level class.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Specialist II (AS II) must meet all requirements of an AS I plus the duties listed below.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

- Prepares the monthly Operations and Administration Training report.
- Assists in the Request for Proposals (RFP) and Request for Bids (RFB) process. Receives and collects proposals/bids. Assists with proposal/bid opening process. Creates and mails letters of proposal/bid acceptance and rejection.
- In the absence of the Executive Assistance performs duties as may be required including taking and transcribing minutes of the Board and committee meetings.
- Performs Public Outreach duties, such as, update Facebook calendar, draft Facebook posts about District activities and events, draft public outreach documents, such as brochures and newsletter articles, and update the District's website and assist with public outreach events.
- Assists with the Teacher Grant Program, including, notifying the schools of the program, receiving and reviewing the applications, and provide recommendations if grants meet the program's criteria.
- Performs Human Resources duties, such as; prepares, distributes, collects and records employment applications; assists with the interview process; schedules required pre-employment, renewal physicals and employee functions. Post District information/ job announcements and maintain bulletin boards.
- Performs accounting duties as required, such as, payroll processing backup, accounts payable processing backup, collecting check/cash payments and recording them in the cash receipt log and providing copies to appropriate staff.

- Assists with wage, salary, and benefit surveys for the purpose of compensation and benefit administration. Assists with the coordination of benefits administration with outside brokers/vendors.
- Assists with the development and review of the administration budget.
- Attends meetings and seminars with other human resources associations (e.g., WUHRC).
- Assists in administering, monitoring, and troubleshooting the District's hardware, software, and network infrastructure; takes appropriate action to resolve issues and maintain efficient operation. Researches and recommends IT related products and services.
- Schedules and coordinates work to move, connect, change, install, back-up repair, test, or remove equipment such as a personal computer, servers, network hardware, and cabling.
- Assists in the administration of the telephone system, including voice mail.

**SPECIFIC TYPES OF KNOWLEDGE, SKILLS, AND PHYSICAL ABILITIES REQUIRED FOR THESE DUTIES:**

- Ability to work both independently and work well within a team environment.
- Basic knowledge of public human resources administration including labor relations, benefits administration, applicable laws and worker's compensation management.
- Introductory knowledge of principles and practices of budget monitoring.
- Basic knowledge of techniques and systems for recruitment, classification and compensation, employee training, recognition, orientation and performance evaluation.
- Ability to perform and follow safety procedures.
- Ability to assist in the planning, organizing, and implementation of human resources program activities.
- Basic knowledge of office automation and information technology, including network infrastructure, database administration, and operating systems.
- Ability to discuss, advise and resolve basic management information systems issues and direct project flow.
- Ability to assist in the development and monitoring of an assigned program budget.
- Ability to develop and analyze data using a Microsoft Excel spreadsheet.
- Ability to work both independently and as part of a team.
- Ability to interact with the public, vendors and other employees in a courteous, tactful and diplomatic manner.
- Ability to perform intermediate functions in Microsoft Office Suite.
- Ability to learn, interpret and apply administrative and departmental policies and remain within District and supervisory guidelines.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Ability to meet District insurability standards.
- Ability to work under pressure with frequent interruptions.

**SUPERVISORY RESPONSIBILITIES**

None.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High School diploma or GED and three years progressive experience in an administrative capacity.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, supervisors, and other employees of the organization. Knowledge of correct English usage, grammar, spelling, vocabulary and punctuation and a general knowledge of business correspondence.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Class 'C' driver's license.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will typically work in office conditions with the noise level varying from quiet to moderately loud.

**CLASS HISTORY**

<b>Established:</b>	JULY 2011	<b>Reviewed/Revised:</b>	JUNE 2020
<b>FLSA Status:</b>	Non-exempt	<b>Salary Grade:</b>	13
<b>Reports to:</b>	Administrative Services Supervisor	<b>Department:</b>	Administration