



Job Title: Executive Administrative Services Specialist

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 106
FLSA Status: Non-exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position provides services for the Administrative Services area and may also supervise and coordinate administrative services for the assigned area or may provide high level support to College executive leadership. This position develops, coordinates, and implements office and administrative operational processes, supervises assigned staff, and performs related administrative support responsibilities. Duties include performing supervisory functions of scheduling, reviewing, directing, assigning, and evaluating work of assigned staff and may also perform the duties of supervised staff as necessary.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Assesses, develops, revises, and implements office procedures; provides training to assigned employees.
- Collects, compiles, prepares, reviews, and/or processes a variety of correspondence, reports, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility; may maintain records and databases.
- Prepares cost estimates for budget recommendations; submits justifications for budget items; and monitors expenditures.
- May supervise administrative support staff or act as a lead worker which includes: prioritizing and assigning work; implementing policies and procedures; ensuring that employees follow policies and procedures; ensuring staff are trained; and maintaining a healthy and safe working environment.
- Performs general support responsibilities to include: answering incoming calls; greeting visitors; distributing mail; ordering supplies; filing; and completing basic budget and accounting tasks.
- Provides specialized support which includes calendar maintenance, travel arrangements, monitoring and balancing of academic budgets, monitoring of academic complaints, attendance security, class cleanup and grade submissions, meeting/training support,

building presentations, collecting data, collaborating with HR on contracts and hiring, coordinating events, and supervising or directing assigned staff.

- May serve as a liaison with Academic Leadership, and representing leadership or Department's goals in meetings and committees.
- Manages office equipment and supplies.
- May provide support to members of the President's Office, Cabinet level administrators, and multiple departments College-wide.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; six (6) years of progressive work experience providing administrative services; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles;
- Customer service principles;
- Modern office procedures, methods, and equipment;
- English language, grammar, and punctuation;
- Advanced administrative principles and practices;
- Basic budget principles;
- Data review techniques;
- Applicable mathematical concepts; and
- Computers and related software applications.

Skills in:

- Composing routine and non-routine correspondence, memos, forms, and/or other related information;
- Proofreading and editing documents;
- Providing customer service;
- Using modern office equipment;
- Processing and reviewing data;
- Applying applicable mathematical concepts;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work;
- Monitor and evaluate employees; and
- Apply applicable mathematical concepts.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.