



Job Title: **Senior Administrative Services Specialist**

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 105
FLSA Status: Non-exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position provides advanced administrative services requiring a broad knowledge of the assigned department/division. Responsibilities may include: collecting, reconciling, and maintaining complex data; coordinating and implementing departmental processes; providing accurate information during high-impact and risk situation; monitoring budgets, accounts, billings, and/or expenditures; monitoring project timelines and identifying issues; preparing financial and/or statistical reports; preparing meeting agendas and taking official meeting minutes for distribution and documentation; planning and coordinating events; independently preparing materials for supervisor's meetings; preparing information for dissemination; determining priority items for supervisor; and reading and responding to supervisor's voicemail and e-mail. Duties may also include supervising student workers and/or part-time staff.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Prepares, reviews, interprets, compiles, and analyzes a variety of complex information, data, forms, records, business correspondence, budget information, and/or reports; makes recommendations based on findings.
- Provides advanced administrative and technical assistance which includes; monitoring project timelines and identifying issues; preparing financial and/or statistical reports; preparing meeting agendas and taking official meeting minutes for distribution and documentation; and planning and coordinating events;
- Manages complex calendars, schedules meetings, arranges appointments, makes travel arrangements; and performs related duties.
- Drafts and types a variety of business documents, including letters, memos, contracts, and/or other related documents; utilizes desktop publishing.
- Responds to requests for information, in person, via e-mail, and over the phone; takes and transmits messages; answers Department questions and provides information; and directs visitors to appropriate locations.
- May schedule yearly security checks for building.

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- May assist with events such as commencement.
- May assist with creating information for users via electronic or print such as course catalogues, brochures, manuals, or course materials.
- May prioritize and assign work to student workers and/or part-time staff; monitor the performance of staff; and train students and/or staff on work methods and procedures.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; three (3) years of related work experience providing administrative support 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:

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

Skills in:

- Organizing;
- Communicating, both verbally and in writing.
- Proofreading and editing documents;
- Providing customer service;
- Using modern office equipment;
- Preparing meeting minutes and agendas;
- Planning;
- Scheduling;
- Processing and reviewing data;
- Performing math calculations;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Pay attention to detail; and
- Prioritize and assign work.

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.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.	<u>X</u>	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.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	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.	<u>X</u>	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.	<u>X</u>	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.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

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, weekends, and holidays.

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.