

Job Title: OPS Administrative Services Specialist

Compensation: \$17.36 - \$17.36

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 4

Position Summary:

Basic knowledge of applicable laws, regulations, and departmental policies and procedures are required at this level. Incumbents perform non-routine, complex clerical functions requiring the application of department and organizational policies and procedures, and an increased level of responsibility with organizations and individuals external to the College including students and academic processes and information. Responsibilities may include explaining organizational or departmental policies and procedures to students, faculty, and other staff; prioritizing tasks; scheduling appointments, classes, and/or activities; developing and implementing filing systems; compiling, tracking and reviewing data and reports; attending meetings and taking notes; desktop publishing; preparing, reviewing, revising and distributing documents and correspondence; creating purchase orders; monitoring expenses; and performing basic quantitative and qualitative reviews of data. Incumbents may spend up to 30% of their time on the duties of the lower level. Incumbents may provide direction to student workers and/or part-time staff and may occasionally perform some of the duties of the higher levels.

Requirements:

Education:

High School Diploma or equivalent (GED)

Experience:

Four years clerical or administrative experience.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Customer service principles;

- Modern office procedures, methods, and equipment;
- English language, grammar, and punctuation;
- Basic filing and recordkeeping principles;
- Basic office equipment maintenance procedures;
- Basic budget principles;
- Data review techniques;
- Computers and related software applications.

Skills:

- Composing routine correspondence, memos, forms, and/or other related information;
- Proofreading and editing documents;
- Providing customer service;
- Maintaining files;
- Using modern office equipment;
- Preparing and maintaining records and files;
- Processing and reviewing data;
- Prioritizing and assigning work;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- 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. 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.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Enters, maintains, reports, and verifies a variety of information from applicable documents, spreadsheets, invoices, databases, logs, forms, and/or other related areas, utilizing established guidelines and procedures to determine appropriate steps. Reviews data and information to troubleshoot discrepancies and verify accuracy.	Daily 30-50%
2.	Drafts and types a variety of business documents, including letters, memos, contracts, and/or other related documents.	Daily 10%
3.	Responds to requests for information, in person, via e-mail, and over the phone; takes and transmits messages; answers department questions and provides information; directs visitors to appropriate locations.	Daily 10%
4.	Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; greeting visitors; keyboarding information into databases; scanning and/or faxing documents; and performing related duties.	Daily 10%
5.	Monitors and maintains inventory which includes creating purchasing orders and monitoring expenses.	Weekly 10%
6.	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.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

Equal Access/Equal Opportunity

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