

Job Title: OPS Senior Administrative Services Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 5

**Position Summary:**

Incumbents provide 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; determining priority items for supervisor; and reading and responding to supervisor's voicemail and e-mail. Incumbents may spend up to 30% of their time on the duties of the lower level. Incumbents may supervise student workers and/or part-time staff.

**Requirements:**

**Education:**

Associate's degree.

**Experience:**

Four years experience providing administrative support services.

*\*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;

- Advanced administrative principles and practices;
- Basic budget principles;
- Data review techniques;
- Applicable mathematical concepts;
- Computers and related software applications.

**Skills:**

- Composing routine and non-routine correspondence, memos, forms, and/or other related information;
- Proofreading and editing documents;
- Providing customer service;
- Using modern office equipment;
- Preparing meeting minutes and agendas;
- Planning, organizing, scheduling, and prioritizing details for meetings;
- Processing and reviewing data;
- Prioritizing and assigning work;
- Applying applicable mathematical concepts;
- 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.	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.	25%
2.	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; planning and coordinating events;	20%
3.	Coordinates day-to-day office operations which includes preparing Board agendas; taking meeting minutes; monitoring an operational budget; and performing related duties.	15%
4.	Drafts and types a variety of business documents, including letters, memos, contracts, and/or other related documents. Utilizes desktop publishing.	20%
5.	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.	15%
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.	5%
7.	Performs other duties of a similar nature or level.	As Required

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