

Job Title: OPS Executive Administrative Services Specialist

Compensation: \$20.10 - \$20.10

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 7

Position Summary:

Incumbents develop, coordinate, and implement office and administrative operational processes, supervise lower level staff, and perform the administrative support responsibilities of the lower levels. Responsibilities include performing supervisory functions of scheduling, reviewing, directing, assigning, and evaluating work of assigned staff; and may include additional administrative support responsibilities. May perform the duties of the lower levels as necessary.

Requirements:

Education:

Associate's degree.

Experience:

Six years progressive experience providing administrative 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:

- 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;
- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- 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;
- 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.	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.	Daily 25%
2.	Assesses, develops, revises, and implements office procedures; provides training to lower level employees.	Daily 10%
3.	Prepares cost estimates for budget recommendations; submits justifications for budget items; and monitors expenditures.	Daily 20%
4.	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.	Daily 45%
5.	Performs other duties of a similar nature or level.	As Required

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