



CITY OF CAMARILLO

**Administrative Specialist I
Administrative Specialist II**

**Job Code: 204/203
FLSA: Non-Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs a wide variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area; performs a range of office and administrative support functions; and prepares and edits a wide range of documents and reports ranging from general correspondence to technical reports.

DISTINGUISHING CHARACTERISTICS

The Administrative Specialist I/II classification is distinguished from the Staff Assistant I/II class in that incumbents in the Administrative Specialist I/II class perform significant technical and specialized administrative and office support functions with minimal direction and supervision, in addition to providing general clerical support. Incumbents in the Administrative Specialist I/II classification perform difficult, responsible, and specialized office and administrative support functions requiring a thorough knowledge of regulations, policies, and procedures related to assigned area. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, interacting with and handling complaints from customers, parties of interest, and the public, and in solving non-routine problems based on knowledge gained through experience.

Administrative Specialist I – This is the entry level class in the Administrative Specialist series providing responsible and difficult clerical and secretarial duties of a general and specialized nature in support of the assigned department, division, or program area. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Specialist II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the “II” level is based on performing the full range of journey level duties, demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Administrative Specialist II – This is the journey level class within the Administrative Specialist series performing the full range of responsible and difficult clerical and secretarial duties of a general and specialized nature with only occasional instruction or assistance. Positions at this level are distinguished from the Administrative Specialist I level by the performance of the full range of duties as assigned, working independently, applying well developed secretarial and office support knowledge, and exercising judgment and initiative. Assigned work requires the use of judgment in selecting appropriate procedures, conducting transactions with customers and the public, and solving routine and non-routine problems based on knowledge gained through experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Administrative Specialist II level are normally filled by advancement from the Administrative Specialist I level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of administrative and responsible and difficult secretarial and clerical duties in support of assigned department, division, or program area and assigned management and supervisory staff.
2. Types, word processes, formats, edits, revises, proofreads, and processes a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft, dictation, modified standard format, and brief verbal instructions; develops, revises, and maintains standardized and master documents; composes correspondence, report, and informational materials; assists in designing and producing informational handouts; copies, disseminates, and posts documents and information as appropriate.
3. Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assigned.
4. Coordinates, makes, processes, and confirms staff travel arrangements; arranges for transportation and accommodations for travel; checks and processes expense claims.
5. Maintains accurate and up-to-date office files, records, and logs for assigned areas; develops, prepares, and monitors various logs, accounts, and files for current and accurate information including manual and computer logs of documents processed.
6. Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; creates and maintains computer based tracking information and reports including assigned databases, records, and lists; creates standard statistical spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness.
7. Assists in assembling and preparing the annual budget for area of assignment; monitors expenditures against budget; prepares purchase requisitions and requests for payment.
8. Monitors inventories of supplies and materials; prepares purchase requisitions and requests for payment.
9. Serves as liaison between assigned office and the general public, City staff, and outside groups and agencies; provides information and assistance as appropriate; explains programs, policies, and activities related to specific program area of assignment; receives office and telephone callers; calendar appointments; responds to complaints and requests for information relating to assigned responsibilities; refers callers and/or complaints to appropriate City staff for further assistance as needed and/or takes or recommends actions to resolve the complaint.
10. Participates with special projects as assigned; assists in planning, coordinating and implementing assigned programs and events; assists in monitoring assigned programs.
11. Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.

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12. Serves as secretary at meetings of City boards and committees as assigned; arranges and coordinates meetings for boards, commissions, and outside agencies; assists in preparing and distributing agenda packets and correspondence; attends meetings and takes, transcribes, and assures proper distribution of minutes and verbatim transcripts.
13. Operates a variety of office equipment including a computer, typewriter, copier, facsimile machine, and adding machine; utilizes various computer applications and software packages.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and basic report preparation.
- Basic principles and practices of budget preparation and administration.
- Records management principles and procedures including record keeping and filing principles and practices.
- Methods and techniques of proper phone etiquette.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.

Ability to:

- Perform a variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Learn and effectively utilize various software applications.
- Learn and apply new information and skills.
- Type or enter data at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Participate in the preparation of a variety of administrative and financial reports.
- Establish and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda from brief instructions.
- Perform routine mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.

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Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Utilize public relations techniques in responding to inquiries and complaints.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Administrative Specialist I

Education/Training:

Equivalent of the completion of the twelfth grade. Additional specialized or college level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience:

Three years of responsible clerical, secretarial, and office administrative support experience comparable to a Staff Assistant I/II with the City of Camarillo.

Administrative Specialist II

Education/Training:

Equivalent of the completion of the twelfth grade. Additional specialized or college level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience:

Four years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Specialist I with the City of Camarillo.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.