

## Office of the City Auditor

### CLASS SPECIFICATION ADMINISTRATIVE SPECIALIST II

#### [Salary Grade 55](#)

Established: December 13, 2018

#### **CLASSIFICATION SUMMARY**

Under limited supervision, responsible for providing a full range of difficult and complex administrative duties and/or specialized tasks to direct supervisor and staff in support of organizational unit and Auditor's Office programs and projects.

Responsibilities include: creating, updating, and maintaining logs, files, indexes, and records systems; scheduling events, meetings, phone calls; compiling and editing reports; composing routine and specialized documents and correspondence; checking the work of others for errors; verifying information to be included in documents of public record; gathering information and statistical data; reviewing, evaluating, manipulating, analyzing, and entering data into databases, spreadsheets, and computer systems. Duties include handling confidential information with discretion. Responsibilities are broad in scope, allow for a moderate degree of administrative discretion, and are evaluated in terms of timeliness and quality.

#### **DISTINGUISHING CHARACTERISTICS**

Administrative Specialist II is the second of four classifications in the Administrative Specialist series. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Administrative Specialist II is distinguished from Administrative Specialist I in that the latter exercises minimal discretion within a narrow scope of work and follows established guidelines and procedures under routine supervision, and the former performs difficult administrative work having greater impact on Auditor's Office operations.

Administrative Specialist II is distinguished from Administrative Specialist III in that the latter exercises significant discretion and independent judgment, provides administrative support directly to executive-level positions, and/or may lead the work of staff.

Administrative Specialist II is distinguished from Coordinator I in that the former is responsible for providing a full range of administrative duties and/or specialized tasks to direct supervisor and organizational unit staff and the latter is responsible for planning programs and functions with multiple stakeholders.

#### **ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Provide confidential administrative support to immediate supervisor and staff; maintain staff calendars; screen requests for appointments; receive and screen visitors and telephone calls.

3. Type, format, edit, revise, proofread, and print a variety of narrative, statistical, and technical documents and materials ranging from routine to complex; compose documents from rough notes, drafts, modified standard formats and brief oral instructions; create forms, charts, tables, and spreadsheets involving data manipulation; review documents for accuracy, completeness and compliance with City and Auditor's Office requirements; develop, revise, and maintain standardized and master documents; compose correspondence, reports, and informational materials; copy materials for internal and external distribution; coordinate mailings.
4. Use analysis and information-gathering processes to research and assemble information from a variety of sources for the preparation of records and reports; make arithmetic or statistical calculations; conduct special studies and provide recommendations on organizational, procedural, or other changes.
5. Research and respond to inquiries from employees, vendors, customers, or community members on unit, program, or project questions and issues.
6. Update and maintain specialized databases and spreadsheets; cross-reference data and identify errors and discrepancies for research and resolution; create reports, analyses, and documents in compliance with regulatory requirements.
7. Prepare paper and electronic records for archiving and retrieval pursuant to guidelines; assist in preparing responses to public records requests.
8. Perform program and project administration assignments in accordance with guidance and instructions given regarding approach and expected results; study and make recommendations on projects; develop and implement program and project goals and objectives; coordinate program and project activities with other Auditor's Office and City staff and outside agencies.
9. Assist in preparation of program, project, or organizational unit budgets; with direction, prepare program revenue, expenditure analyses, and budget status and monitoring reports.
10. Track contractor performance and contract expenditures; audit and process vendor invoices.
11. Direct the coordination and set up of meetings; ensure that appropriate travel arrangements are made; produce printed materials for participants.
12. Lead, guide, and train other administrative staff within unit.
13. Perform a variety of specific program administration functions in area of responsibility.

#### Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of the following duties specific to the position.

1. Use electronic work management systems to track and monitor workflow and other records specific to Auditor's Office programs or projects.
2. Administer human resources files and records; coordinate employee leave requests, including those protected by law; communicate essential human resources information to employees and management; process new hire and separation paperwork; ensure data is accurately entered into payroll/timekeeping systems.
3. Administer procurement processes and submit information into the City's bid solicitation system.
4. Lead the payroll/timekeeping duties for unit; ensure that pay records are maintained, and that data is entered into payroll and/or timekeeping systems in an accurate and timely manner; ensure compliance with relevant labor contract provisions and City and Auditor's Office practices; resolve discrepancies and correct errors; train or arrange for the training of employees on timekeeping policies and procedures; research and calculate time for a variety of purposes; exercise tact and diplomacy in dealing with sensitive, complex, and/or confidential personnel issues.
5. Review invoices and supporting documentation for proper authorization; pay invoices, refunds, and employee reimbursements; answer payment inquiries; resolve related issues; post accounts receivable journal entries and make deposits; audit receivables; perform online purchasing and receiving; maintain and reconcile procurement cards; approve cardholders' transactions in bank financial system; provide reconciliation information to appropriate unit(s).

6. Support the Council Clerk in preparing the City Council meeting and disposition agendas; ensure ordinances, resolutions, and other official City records are transferred to the City's electronic records management system.
7. Coordinate mediation services for community members and police officers who want to resolve disputes that would not result in discipline.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by the Council Clerk, an Administrative Specialist IV, or other supervisory- or management-level position.

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced office skills including typing, scheduling, proof-reading, note-taking, filing, logistics support, timekeeping, and related skills in the use of computers and other office equipment.
2. Ability to learn City and Auditor's Office organization, rules, policies and procedures, including payroll, accounts payable, human resources policies, labor contract provisions, and those specific to the assigned organizational unit.
3. Ability to maintain highly sensitive and confidential information, while exercising a high degree of tact, discretion, and diplomacy in sensitive situations; ability to prepare and maintain accurate, concise, and confidential records.
4. Ability to use City-specific technology and general office software, including Outlook, Word, Access, and Excel, for complex document production and data management.
5. Ability to organize, set priorities, and exercise sound judgment.
6. Ability to communicate and interact with internal and external customers in a professional and courteous manner, both verbally and in writing.
7. Ability to establish and maintain effective working relationships with managers and staff, community organizations, other governmental officials, media representatives, and the public.
8. Ability to be flexible and handle shifting and competing work demands.
9. Ability to analyze, interpret, explain, and apply relevant laws, ordinances, administrative rules, and policies.
10. Ability to work independently and with a team of staff who perform similar duties.
11. Ability to use the City's time management and other enterprise-wide systems.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High school diploma or GED;

AND

**Experience:** Three (3) years of related experience.

#### **Special Requirements and/or Qualifications:**

A valid state driver's license may be required for certain positions.

Specific types of experience may be required for certain positions.

#### **Preferred Qualifications:**

Course work in public administration, business administration or a field related to organizational unit, or specialized certification or training.

Notary Public certification for certain positions.

Experience working for a public agency.

Budget administration experience for certain positions.

Specific certifications or training for certain positions.

Bargaining Unit: Nonrepresented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: