

City of Portland

CLASS SPECIFICATION
ADMINISTRATIVE SPECIALIST I**[CLASS CODE]****[ESTABLISHED DATE]****CLASSIFICATION SUMMARY**

Reports to an Administrative Specialist IV, or other supervisory- or management-level position. Under routine supervision, responsible for providing the full range of general administrative duties and/or specialized clerical tasks to direct supervisor and staff in support of organizational unit and Bureau/Office programs and projects.

Responsibilities include: creating, updating, and maintaining logs, files, indexes, and records systems; scheduling events, meetings, phone calls; compiling and editing special reports; composing routine 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, and entering data into databases, spreadsheets, and computer systems. Duties include handling confidential information with discretion. Responsibilities are limited in scope, allow for some degree of administrative discretion, and are evaluated in terms of timeliness and quality.

DISTINGUISHING CHARACTERISTICS

Administrative Specialist is the first of four classifications in the Administrative Specialist series.

Administrative Specialist I is distinguished from Administrative Specialist II in that the former exercises minimal discretion within a narrow scope of work and follows established guidelines and procedures under routine supervision.

Administrative Specialist I is distinguished from other administrative positions in that the work of the former requires the handling of confidential information related to employee records and actions, labor relations, and negotiations, and has more impact on Bureau/Office programs, projects and functions.

ESSENTIAL FUNCTIONS

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

General Duties:

1. Provide confidential administrative support to immediate supervisor and staff. Assist in maintaining supervisor calendars; screen requests for appointments; receive and screen visitors and telephone calls.
2. Type, format, edit, revise, proofread, and print a variety of narrative, statistical, and technical documents and materials ranging from routine to complex; type 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 requirements; develop, revise, and maintain standardized and master documents; compose correspondence, reports, and informational materials; copy materials for internal and external distribution; coordinate mailings.
3. Use analysis and information-gathering processes, 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.

4. 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.
5. Maintain regular and specialized files, including travel records, human resources and budget files; update staff contact lists; archive group records and files.
6. Coordinate travel; review and process forms; make travel arrangements; prepare itineraries; review and submit post-travel receipts and requests for reimbursement.
7. Perform program administration assignments in accordance with guidance regarding approach and expected results; study and make recommendations on projects; assist in developing and implementing program goals and objectives; assist in coordinating program activities with other staff and outside agencies.
8. Assist in preparation of program, project, or organizational unit budgets; with direction, prepare program revenue, expenditure, and budget monitoring reports.
9. Coordinate and set up meetings, including making travel arrangements and producing printed materials for participants.
10. Maintain pay and human resources records, including entering data into payroll, timekeeping, and/or human resources systems.
11. Arrange for repair of office equipment and assist with office furniture setups; arrange for minor building and vehicle maintenance, services, and repairs.
12. Perform a variety of Bureau/Office-specific program administration functions in area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by a Supervisor, Manager, or other supervisory- or management-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of City office protocols involving maintenance of files, confidential materials, logistics support, administrative procedures, and scheduling.
2. Advanced office skills including typing, scheduling, note-taking, filing, logistics support, and timekeeping, and related skills in use of computer and other office equipment.
3. Ability to prepare and maintain accurate, concise, and confidential records.
4. Ability to utilize City-specific technology and general office software programs, including the calendaring function in Outlook, Word, Access, and Excel for basic document production and data management.
5. Ability to communicate and interact with internal and external customers in a professional and courteous manner, both verbally and in writing.
6. Ability to establish and maintain effective working relationships with elected officials, Bureau/Office managers and staff, community organizations, other governmental officials, media representatives, and the public; demonstrate tact, diplomacy, and patience.
7. Ability to be flexible and handle shifting and competing work demands.
8. Ability to analyze, interpret, explain, and apply relevant laws, ordinances, administrative rules, and policies.
9. Ability to work independently and with a team of staff who perform similar duties.
10. Ability to use the City's time management system.

MINIMUM QUALIFICATIONS REQUIRED

A typical way to obtain the knowledge and abilities would be:

Education/Training: High school diploma or GED;

AND

Experience: Two (2) years of related experience;

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

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

Specific types of experience depending on organizational unit may be required for certain positions.

Preferred Qualifications:

None.

Minimum Salary: yyyy per [pay period, month, annual]

Maximum Salary: yyyy per [pay period, month, annual]

Bargaining Unit: Nonrepresented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: