

City of Portland

CLASS SPECIFICATION
ADMINISTRATIVE SPECIALIST III

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager, Director, or other management- or executive-level position. Under minimal supervision, functions as an executive assistant to an executive-level position or leadership team, and/or performs a wide variety and the full range of specialized, professional, complex, and confidential administrative support functions in support of a program, organizational unit, or division.

Responsibilities include: acting as a liaison to internal and external customers for a Bureau/Office Director or executive-level position; researching, developing, and producing Bureau/Office policies; overseeing the preparation of meeting agendas and related documents, and ensuring their proper dissemination; assisting in the development of the Bureau/Office budget and financial plan; developing, establishing, and maintaining logs, files, indexes, and records systems; scheduling events, meetings, phone calls; compiling and editing special reports; checking the work of others for errors; verifying information to be included in documents of public record. Duties include handling confidential information with discretion. Responsibilities are broad in scope, allow for a high degree of administrative discretion, and are evaluated in terms of timeliness, quality, and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Administrative Specialist III is the third of four classifications in the Administrative Specialist series.

Administrative Specialist III is distinguished from Administrative Specialist II in that the former exercises significant discretion and independent judgement, provides administrative support directly to executive-level positions, and/or may lead the work of staff or supervise a small number of employees.

Administrative Specialist III is distinguished from Administrative Specialist IV in that the latter is responsible for directly supervising the work of four or more employees.

Administrative Specialist III is distinguished from Analyst I in that the work of the latter exercises critical investigative ability, judgment, and discretion in making recommendations or decisions with an organizational impact, and the former provides professional administrative work in support of office, business, or fiscal operations in accordance with established policies, procedures, and techniques.

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. Manage supervisor's calendars in frequently changing environment; coordinate calendars with others within and outside of the Bureau/Office; ensure supervisor is prepared for each meeting with the appropriate materials, briefings, and communications beforehand.
2. Establish and maintain effective working relationships with staff internal and external to the Bureau/Office, including city, state, and federal elected officials and their representatives, vendors, ratepayers, and citizens.
3. Alert management to current issues that could impact Bureau/Office functions and activities.

4. 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; perform online purchasing and receiving; maintain, review, and reconcile receivables, purchases, procurement cards, travel expenses, and other transactions; approve cardholders' transactions in bank financial system; provide reconciliation information to appropriate unit(s).
5. Prepare and provide billing reports for management; review, revise, and send reports.
6. Provide confidential administrative support to Bureau/Office Director and other management- or executive-level positions; compose correspondence, reports, and informational materials.
7. Type, format, edit, revise, proofread, print, and publish a variety of narrative, statistical, and technical documents and materials; 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 requirements; develop, revise, and maintain standardized and master documents; copy materials for internal and external distribution; coordinate mailings.
8. Determine and utilize analysis and information-gathering processes to research and assemble information from a variety of sources for the preparation of agendas, records, and reports; make arithmetic or statistical calculations; conduct special studies and provide recommendations on organizational, procedural, or other changes.
9. 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.
10. Assist in preparation of program, project, or unit budgets; prepare program revenue and expenditure analyses and budget status and monitoring reports.
11. Direct the coordination and scheduling of meetings; ensure that travel arrangements are made; produce printed materials for participants.
12. Lead, guide, and train other administrative staff within Bureau/Office.
13. Perform a variety of Bureau/Office-specific program administration functions in area of responsibility.

Specific Duties:

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

1. Oversee the disbursement of vendor checks and the receipt and distribution of payroll checks, both paper and electronic.
2. Lead the payroll/timekeeping of unit; ensure pay records are maintained, and data is entered into payroll and/or timekeeping systems in an accurate and timely manner; ensure compliance with relevant labor contract provisions and City practices; resolve discrepancies and correct errors; train or arrange for the training of employees on City timekeeping policies and procedures; research and calculate time for a variety of purposes; exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues.

SUPERVISION RECEIVED AND EXERCISED

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

This classification may lead staff or supervise less than four (4) employees.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of City organization, rules, policies, and procedures, including payroll, accounts payable, human resources policies, labor contract provisions and those specific to Bureau/Office.
2. Advanced office skills including typing, scheduling, proof-reading, note-taking, filing, logistics support, and timekeeping, and related skills in the use of computer and other office equipment.
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 utilize City-specific technology and general office software programs, including the calendaring function in Outlook, Word, Access, and Excel for complex document production and data management.
5. Ability to organize, set priorities, and exercise sound judgement.
6. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; ability to prepare clear, concise, and comprehensive reports, correspondence, and documents involving administrative, organizational, budgetary, and financial data.
7. Ability to communicate and interact with internal and external customers in a professional and courteous manner, both verbally and in writing.
8. 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.
9. Ability to train, evaluate, and provide guidance to staff.
10. Ability to be flexible and handle shifting and competing work demands.
11. Ability to analyze, interpret, explain, and apply relevant laws, ordinances, administrative rules, and policies.
12. 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: Five (5) 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 may be required for certain positions.

Preferred Qualifications:

Bachelor's degree from an accredited college or university with 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.

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

Bargaining Unit: Nonrepresented

FLSA Status: Non-Exempt

HISTORY –

Revision Dates: