

City of Portland

CLASS SPECIFICATION
ADMINISTRATIVE SPECIALIST IV

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

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

Responsibilities include: supervising subordinate staff; acting as a liaison to internal and external customers; researching, developing, and producing Bureau/Office or unit-level policies; assisting in the development of the unit or Bureau/Office budget and financial plans; 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; gathering information and statistical data. Duties include handling confidential information with discretion. Responsibilities are broad in scope, allow for a high degree of administrative and supervisory discretion and are evaluated in terms of timeliness, quality, and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Administrative Specialist IV is the highest of four and the supervisory-level classification in the Administrative Specialist series.

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

Administrative Specialist IV is distinguished from the Supervisor series in that the latter is responsible for supervising and managing the workload of an organizational unit.

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. Plan, schedule, supervise, train, evaluate, and monitor subordinate staff performance to ensure that duties are completed on time, meet quality standards, and are in compliance with City and Bureau/Office requirements; supervise and participate in developing, implementing, and evaluating plans, work processes, systems and procedures to achieve goals, objectives, and work standards.
2. Supervise and perform complex and difficult administrative support functions, records management, and confidential duties in support of Bureau/Office management.
3. Supervise or administer human resources and payroll files and records; coordinate employee leave requests; communicate essential human resources information to employees and management; process new hire and separation paperwork; ensure data is accurately entered into payroll/timekeeping systems; maintain proper pay records.

4. 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.
5. Alert management to current issues that could impact Bureau/Office functions and activities.
6. Supervise and review invoices and supporting documentation for proper authorization; oversee the payment of 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 expense, and other transactions; approve cardholders' transactions in bank financial system; provide reconciliation information to appropriate organizational unit(s).
7. Prepare and provide billing reports for management; review, revise, and send reports.
8. Provide confidential administrative support to management- or executive-level positions; compose correspondence, reports, and informational materials.
9. 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.
10. Determine, utilize, and supervise 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.
11. Supervise, 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.
12. Supervise and perform program and project administration assignments in accordance with guidance and instruction given regarding expected results; study and make recommendations on projects; develop and implement program and project goals and objectives; coordinate program and project activities with other Bureau/Office staff and outside agencies.
13. Prepare or assist with preparation of program, project, or unit budgets; supervise or prepare program revenue and expenditure analyses and budget status and monitoring reports.
14. Perform a variety of Bureau-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. Supervise the disbursement of vendor checks and the receipt and distribution of City payroll checks, both paper and electronic, to determine acceptability and legitimacy of payments.

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.

Directly supervises a minimum of 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 or organizational unit.

2. Comprehensive knowledge of principles of supervision, training, and performance evaluation.
3. 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.
4. Ability to supervise, train, evaluate, and provide guidance to subordinate staff to accomplish overall work objectives.
5. 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.
6. 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.
7. Ability to work independently and to manage own time and schedule, as well as that of subordinates; ability to organize, set priorities and exercise sound judgement.
8. Ability to communicate and interact with internal and external customers in a professional and courteous manner, both verbally and in writing.
9. Ability to establish and maintain effective working relationships with Bureau/Office managers, and staff, community organizations, other governmental officials, media representatives and the public.
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 directly related experience, including experience in a lead or supervisory role.

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.

Notary Public certification may be required for certain positions.

Preferred Qualifications:

Experience in a supervisory role.

Experience working for a public agency.

Budget administration experience for certain positions.

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

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

Bargaining Unit: Nonrepresented
FLSA Status: Exempt - Administrative
HISTORY –
Revision Dates: