

ADMINISTRATIVE SPECIALIST - HEALTH

CLASS NUMBER:

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: Administrative Support

JOB OBJECTIVE

Coordinates and participates in a variety of administrative support services essential to operation of a department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Ensures and prepares all necessary forms, and documents reports as required.

May oversee preparation of payrolls.

Provides information on procedures, forms, and documentation required for internal transactions.

May perform administrative work of a specialist nature in support of personnel and other departmental functions.

Investigates unusual complaints, inquiries, or circumstances, and determines possible courses of action to resolve matters.

Provides management with supporting documentation and/or written reports.

Serves as office manager.

- Prepares meeting agendas and talking points.

- Schedules and coordinates departmental events.

- Drafts or edits departmental documents as needed.

- Drafts reports and replies to correspondence on behalf of the Director.

- Accurately maintains and manages the Director's calendar which includes scheduling of appointment and travel.

- Provides secretarial support to the Director and related staff.

- Gathers relevant statistical and related data useful in planning and decision-making.

- Prepares meeting packets and agendas. Attends meetings and transcribes minutes as needed.

- Executes related duties as required.

- Maintains office in a neat and orderly manner, requesting cleaning and maintenance as needed.

May serve as departmental liaison to other agencies and/or departments.

Supervises employees.

Assigns and reviews work.

Evaluates employee performance.

Approves leave requests.

Counsels with and corrects employees as needed.

Trains and/or establishes training requirements for employees.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise a variety of occupational classes and support personnel.

This employee reports to the Director Health, who assigns duties and reviews completed assignments and tasks.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions.

Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma plus ten (10) years of experience in administrative support services.

PERFORMANCE STANDARDS

Thorough knowledge of office practices and policies.

Working knowledge of Civil Service and departmental rules, policies, and procedures.

Skill using a personal computer.

Ability to write concise and informative reports.

Ability to analyze administrative problems and recommend improvements.

Ability to use independent judgment in applying policies to specific situations.

Ability to communicate effectively, both orally and in writing.

Ability to keep accurate records.

Ability to establish and maintain effective working relationships.

LICENSE REQUIRED

Valid "Class D" Driver's License.

Date Approved: