

Administrative Specialist Guidelines

7698 - Administrative Specialist I - Executive Assistant

7633 - Administrative Specialist I - Supervisor

7634 - Administrative Specialist II - Supervisor

This class is intended for positions which are assigned administrative responsibilities within a department, board of study, school or college. Incumbents perform and/or supervise a wide variety of duties, which may include program administration, organizational analysis, special projects, budgets, contracts, facilities, systems, and personnel. Incumbents typically perform work that requires interpretation of policy; participate in short and long range planning and policy or program development; and provide recommendations based on significant knowledge of the organization's professional objectives and activities

BENCHMARK DESCRIPTION

The benchmark class is Administrative Specialist. Incumbents typically perform a variety of professional and administrative duties in support of the day-to-day operations of a function, program and/or department; assist in program planning and development; interpret, monitor and analyze information regarding operating policies and procedures; administer budgets; and coordinate academic and/or staff personnel matters. Incumbents resolve problems which have a significant impact on the overall goals of the department.

JOURNEY OR FULLY OPERATIONAL CLASS

The fully operational-class is Administrative Specialist.

CERTIFICATION OR LICENSURE REQUIREMENTS

None

ADMINISTRATIVE SPECIALIST - SUPPLEMENTAL GUIDELINES

Positions allocated to the Administrative Specialist fall into two primary categories, Business Office Supervisor (PSS Grade Level 2) and Executive Assistant (PSS Grade Level 1).

EXECUTIVE ASSISTANT

Executive Assistants tend to take on many of the characteristics of the unit served and the style of its superior officer; are relied on to keep their high level administrator informed of the critical and important issues to keep the organization functioning; maintain confidentiality of issues of materials reviewed and exercise a high level of discretion and judgment in dealing effectively with all parties concerned; have a broad knowledge of the overall organization and the overall administrative operations of the campus; and have lead or supervisory responsibility for administrative support positions.

Positions directly report to an Administrator in the Executive program and carry the working title "Executive Assistant".

BUSINESS OFFICE SUPERVISOR

The Management Services Officer series recognizes positions that are responsible for long range

planning, coordinating, organizing, staffing and supervising in the areas of budget, contract and grant administration, academic personnel administration, staff personnel administration, purchasing, expenditure control, space utilization, building and equipment security and maintenance and other searches which support a teaching, research, clinical or administrative function of the campus.

Generally, the MSO criterion applies to Business Office Manager positions managing smaller or less complex departmental operations. Furthermore, positions must be formally identified as Business Office Supervisor with full delegation of authority assigned by the Department Chairperson or unit head.