



Classification Title: Administrative Specialist II

Department:	Multiple	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	23
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	3/2017 (Reevaluation)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs routine to complex administrative support and office management functions in an assigned department or grant-funded program; creates and maintains department or program-specific tracking systems, reports, records and files required for work processes; assists in budget development and tracking; assists in personnel actions; independently oversees special projects or administrative processes; may oversee the work of student workers and provides lead-level guidance to lower-level support staff.

DISTINGUISHING CHARACTERISTICS.

The Administrative Specialist II is the advanced journey-level class in the Administrative Specialist series. In addition to the full journey-level skilled duties, incumbents perform specialized departmental and grant-funded program-level financial processing and program administration.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides clerical and administrative support to an assigned administrator or supervisor; using standard office software, composes and/or types memoranda, correspondence, reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to phone calls, correspondence and email inquiries regarding a variety of department or program matters.
2. Organizes, maintains and updates standard and confidential, specialized and technical files, documents and records including work order tracking, facilities scheduling, student financial records, financial aid, work study, employment actions, timesheets, insurance, and regulatory and program-related reports; performs basic research; develops, tracks, analyzes and reports administrative processes, metrics and documents; creates and maintains electronic and physical filing systems.
3. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including validating invoices against contract terms, routing for signatures and compiling complex and detailed documentation; processes, scans and routes invoices for payment; prepares and processes expense-related forms including travel requests and reimbursements, petty cash and expense reports; reconciles credit card statements; responds to questions regarding departmental accounting policies and procedures and the status of specific vendor payments; monitors and tracks purchase cards as necessary.

4. Assists in budget tracking and forecasting; calculates budget usage and fund percentages; tracks multiple funding sources; maintains separate budget and expense tracking programs based on funding sources; runs general budget reports through spreadsheets and financial systems and calculates budgets based on fiscal cycles of the District and funding sources; may process budgetary adjustments and transfers when warranted.
5. Participates in the record retention process and validates that records are retained in compliance with District and program policies and procedures; provides documentation in response to Public Records Act requests as needed; attends and serves as the recording secretary for assigned boards; makes all meeting arrangements, including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters.
6. Schedules appointments and makes meeting and event arrangements; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies and audio-visual equipment; handles other meeting logistics.

When Assigned to Grant Funded Programs:

7. Provides initial student screenings, assists with the preparation of forms and documentation, verifies accuracy of information with third parties and enrolls students in District services and programs; determines program eligibility for new and continuing students according to District and program guidelines; identifies ineligible participants and notifies participants of missing requirements and documents if applicable; tracks completion/submission of missing data; notifies students of program acceptance or disqualification.
8. Schedules participants for counseling appointments, workshops, orientations and special events; tracks student attendance at workshops; acts as an advocate for students in compiling needed documents, scheduling appointments and mediating disputes between participants and governmental and social agencies; disburses program services and financial assistance including vouchers and gas cards.
9. Participates in grant administration functions including collecting program data and generating performance reports; participates in grant audit activities.

Marginal Functions:

1. Provides backup for other department or program administrative support staff.
2. Compiles, calculates costs and invoices event or program participants; coordinates invoices and collection activities with Fiscal Services.
3. Maintains and updates department or program website.
4. Maintains and orders office supplies, materials and equipment.
5. Contacts The Palomar College Police Department or Custodial Services staff as needed.
6. May provide guidance and direction in the work of lower-level staff and student workers, including participating in scheduling, assigning and reviewing work of other employees for completeness, accuracy and conformance with College standards.
7. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible clerical and secretarial experience

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

1. Clerical and secretarial experience involving frequent public or student contact.
2. Completion of college-level coursework from an accredited college or university.

Knowledge of:

1. Office administration practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
4. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
5. Basic research methods and data analysis techniques.
6. Provisions of the California Public Records Act and the Ralph M. Brown Act.
7. Federal, state and local laws, regulations and court decisions governing area of assignment.
8. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
9. Modern office practices, procedures and equipment including computers and applicable software programs.
10. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

As Assigned:

11. Rules and regulations governing specific grants relative to assigned areas of responsibility.
12. Needs and concerns of low-income and educationally disadvantaged students.
13. Government and community resources available to students.

When Assigned to Health Services:

1. Basic knowledge of government and community resources available to students.
2. Health Insurance Portability and Accountability Act (HIPAA) regulations as they pertain to client information and records.
3. Universal precautions and control of infectious diseases.
4. Electronic medical records software used.

Skill in:

1. Assigning and inspecting the work of student workers and lower-level staff.
2. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
3. Reaching sound decisions in accordance with policies and procedures relative to assigned area of responsibility.
4. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
5. Assisting in preparing and monitoring a program or department budget.
6. Tracking statistical information utilizing complex spreadsheets and databases.
7. Communicating clearly and effectively, both orally and in writing.

8. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
9. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
10. Organizing and maintaining specialized files.
11. Maintaining confidentiality of student files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; and repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.