

CITY OF MILWAUKIE

CLASSIFICATION: SENIOR ADMINISTRATIVE SPECIALIST

Department: Police/Records & Information Management
Location: Public Safety Building/City Hall
Management, Supervisory Confidential Group due to the confidential nature of the duties
EEO Category: 6 – Office/Clerical

Grade Number: 10(20)
FLSA: Non-exempt

DESCRIPTION:

Performs a variety of complex administrative support activities within an assigned area of duties. This may be a complete function such as risk management or crime analysis or several functions. Prepares budget documents and other complex reports and data analysis, assists the public and vendors in person and on the telephone; gathers, prepares and inputs data; prepares correspondence; proofreads and edits information; file retrieval, and performs a variety of related clerical tasks in assigned area of responsibility. This is the highest level classification within the administrative specialist series. Employees in this classification receive only general instruction or supervision as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Reports to a department director. This classification is distinct from the Administrative Specialist II in that this position provides direct support to a Department Director, works on budget preparation and has responsibility for a functional area such as crime analysis, contract administration or risk management and works on more complex projects, such as crime analysis, or contract administration. The Senior Administrative Specialist may act as a lead coordinator on assignments. This position is distinct from other positions in the Administrative Specialist series due to the responsibility for a program area such as crime analysis or risk management and the complexity of the duties.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES: Any one position may not include all of the duties listed depending upon the area assigned.

1. Coordinates the office operations of a department director or manager, including developing office procedures, routines and processes for department/division.
2. Coordinates and manages a program area such as crime analysis, risk management, or contract administration.
3. Prepares and types legal documents including assisting in contract preparation and annual Capital Improvement Projects (CIP).
4. Coordinates activities, programs, or projects on behalf of the director/manager.
5. Creates complex templates, macros, presentation materials, slides, charts and graphics. Designs forms.
6. Develops and maintains databases for tracking departmental/program information; creates and

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- produces complex reports from database as required and necessary.
7. Performs administrative tasks related to personnel, budgeting, and facilities including maintaining time reports and posting and maintaining budgets including processing payables.
 8. Develops, edits and distributes materials and correspondence for respective program area.
 9. Works with vendors to determine service and resolve any issues that may arise.
 10. Performs a variety of data entry functions; inputs data from various sources; ensures data is posted to appropriate accounts; proofreads data for accuracy and completeness.
 11. Provides customer service support to internal and external customers.
 12. Answers the telephone and assists the general public in person; responds to public inquiries in a courteous manner; provides information on departmental and City policies and procedures as required or collects information regarding more complex inquiries and refers to appropriate person for follow-up as necessary. May operate a two-way radio, dispatch calls to staff and provide information and assistance.
 13. Requisitions and monitors supply inventories.
 14. Attends meetings and transcribes minutes of proceedings.
 15. Processes and distributes incoming and outgoing mail.
 16. Archives records and retrieves records in accordance with State Records law.
 17. Processes a variety of moderately difficult to complex paperwork. Creates and maintains electronic and manual filing systems, enters and retrieves information.
 18. May supervise temporary employees and or provide project lead responsibilities to other employees.
 19. Maintains positive public relations with customers and is responsive to customer needs.
 20. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
 21. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) High school diploma or GED is required, Associates degree in related field preferable; or
 - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Four (4) years of progressively responsible related experience; or
 - ii) Any equivalent combination of education and experience.
 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of the respective functional area such as crime analysis, contract administration or risk management.
 - ii) Thorough knowledge of office practices, procedures and equipment.
 - iii) Knowledge of standard business English composition, spelling, grammar and punctuation.
 - iv) Advanced level knowledge of word processing, database and spreadsheet software.

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- v) Knowledge of project management principles and techniques.
- vi) Ability to operate standard office equipment including, multi-line phones, computers, copiers, fax machines and two way radios.
- vii) Ability to create documents in Word, Excel, Access and other job specific operating systems.
- viii) Ability to gather and analyze information and determine appropriate action.
- ix) Ability to maintain filing and record keeping system.
- x) Ability to manage projects and prioritize multiple assignments under tight timelines.
- xi) Ability to prepare complex reports, correspondence, and records.
- xii) Ability to learn, apply and explain in detail the City and departmental policies and procedures.
- xiii) Ability to work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- xiv) Ability to greet the public and respond to inquiries both in person and via the telephone.
- xv) Ability to establish and maintain effective working relationships.
- xvi) Ability to work as a team member.
- xvii) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) For some positions, must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License;
- b) Must be able to pass the department's security clearance standards, including review of driving record for jobs where applicable.
- c) Some positions may require the person to obtain a Public Notary Commission within six (6) months of hire.

4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones and specific operating programs for respective area.

5. **Supervision:**

- a) May direct and oversee the work of temporary employees or provide project lead direction to regular status staff. This position does not provide full scope supervision to any other regular status staff.
- b) Operates under the general direction and supervision of the Department Head.

6. **Communications:**

- a) Has frequent communication with the public, vendors, professional service firms and other staff.
- b) The communications may be confidential and will have access to confidential materials and communications.

7. **Cognitive Functions:**

- a) Work is performed fairly independently with oversight and direction available.
- b) Policies and procedures governing positions are defined but latitude is allowed.

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c) Problems are of moderate difficulty but precedent is often available.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed in office settings with extensive computer workstation inflexibility in order to input and retrieve information from the computer system.
- b) Some evening meetings may be required depending upon the position.
- c) The employee must occasionally lift and/or move up to 25 pounds such as boxes of paper etc.

9. Resource Accountability:

- a) Person may handle moderate levels of resources and/or cash transactions however has limited influence over them.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 06/01/97
Adopted: 06/30/97
Revised: 11/30/04 (Previously Administrative Specialist job title)