



Administrative Support Specialist 2

Category: Classified/Excluded
Pay Grade: C22
Job Code: 11316

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs analytical, administrative, and office supervisory work providing administrative and information systems support; assists in planning, directing, and implementing all or a defined portion of the administrative functions of a department, division, or section; provides partial supervisory responsibility over personnel engaged in assignment of work, office automation, payroll, personnel, budget, records management, purchasing, customer service, or other administrative support functions; assists supervisors by relieving them of routine management details and performing highly specialized or technical clerical activities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develops, prepares, and monitors the department budget, reviews and approves expenditures, coordinates banking and investing of idle funds, and acts as liaison with budget auditors;
- Develops and maintains independent payrolls and prepares and submits tax deposits and reports for unemployment and retirement compliance;
- Researches County procurements as well as purchases, negotiates with vendors, analyzes and recommends large purchases, and monitors invoicing and contract compliance;
- Administers operating contracts through expiration and coordinates with vendors and advises of requirements prior to expiration;
- Creates internal purchase orders for operating costs and resolves rejected purchase orders;
- Plans, directs, implements, and supports the automation of office systems, procedures, programs, and equipment, evaluates office automation systems and equipment needs, coordinates with other department personnel regarding hardware and software needs, and coordinates installation and operation of same;
- Supervises, assigns, and reviews the work of subordinate clerical, technical, and support staff in personnel, inventory control, payroll, record, and file maintenance, purchasing, property control, accounting, LAN administration, office automation, GIS, and data entry;
- Relieves supervisors of administrative detail by advising employees of departmental policies and procedures, dictating correspondence, preparing reports, assembling budget data, and coordinating and preparing agenda items;
- Explains personnel policies and rules, counsels employees on promotional requirements and opportunities, monitors employee performance evaluations, and assists or instructs supervisors on evaluation program standards and requirements;
- Maintains departmental compliance with Affirmative Action/Equal Employment Opportunity reporting requirements;
- Provides administrative support to management by researching and assembling information, preparing reports with recommendations, and providing clarification of departmental policies and procedures;
- Prepares documentation manuals and procedures for applications, develops departmental automation standards, guidelines, and procedures for receiving, moving, setting up equipment, and loading new or enhanced software;
- Meets with customers and other individuals to respond to a wide variety of requests and to resolve problems;

- Supervises subordinate technical and clerical employees, conducts performance reviews, and recommends the hiring and firing of staff;
- Coordinates the activities of volunteer personnel as needed within the section or department;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of highly responsible experience in public or business administration that includes automation, accounting, or budget responsibilities and supervisory experience; or an Associate's degree (or two years of other related college level education) in accounting, business administration, or public administration and three (3) years of highly responsible experience in public or business administration that includes automation, accounting, or budget responsibilities and supervisory experience; or a Bachelor's degree in accounting, finance, business administration, or public administration and one (1) year of highly responsible experience in public or business administration that includes automation, accounting, budget, and supervisory experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services Exclusion List.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of governmental purchasing, personnel, and budget procedures;
- Knowledge of rules and regulations controlling budgetary record keeping for local governments;
- Knowledge of principles and procedures of governmental budget preparation and record keeping;
- Knowledge of office equipment and automation, network administration, and information processing principles and practices;
- Knowledge of principles of office management and supervision;
- Knowledge of payroll laws governing deductions and deposits for retirement systems, unemployment compensation, and workers compensation;
- Knowledge of public administration principles and practices;
- Knowledge of research techniques, methods, and procedures;
- Knowledge of computer operations and the concepts of operating systems, utilities, and application software.
- Ability to supervise and train a large clerical, technical, and support staff;
- Ability to develop effective office and field work procedures, clerical training programs, departmental or public relations programs;
- Ability to manage independent payroll, purchasing, and budget systems;
- Ability to prepare and defend reports and recommendations, both verbally and in writing;
- Ability to independently analyze, solve problems, and render advice or assistance to same.

PHYSICAL/MENTAL DEMANDS

This is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.

- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.