

ADMINISTRATIVE OFFICER

NATURE OF WORK IN THIS CLASS:

This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency.

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates the preparation and administration of the department/agency budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status and other reports.

Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other requests.

Prepares work requests and purchase requisitions for office supplies, materials and equipment.

Interprets and explains administrative policies, rules, and procedures to employees and supervisors.

Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general administrative processes and office management practices.

Knowledge of management principles, practices and techniques.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.

ADMINISTRATIVE OFFICER
PAGE 2 of 2

Ability to supervise the work of others.

Ability to prepare fund status reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of experience in staff administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; OR
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

AMENDED: OCTOBER 2006

PAY GRADE: L
STEP 1: \$26,520
STEP 10: \$39,780

| | | | |
|------------------------|-------------------------|------------------|------------------|
| HAY EVALUATION: | KNOW HOW: | E 1 1 | 175 |
| | PROBLEM SOLVING: | D 3 (33%) | 57 |
| | ACCOUNTABILITY: | D 1 C | <u>66</u> |
| | TOTAL POINTS: | | 298 |



LOURDES M. PEREZ, Director
Department of Administration