



# ADMINISTRATIVE SPECIALIST

AGENCY/DEPARTMENT:  
Various/Variou

Reports to: Various  
Supervises: N/A

Conflict of Interest Code Filer:

Approved By HR Director:  
Date Approved: 12:00:00 AM  
Date of Last Revision:

*SD*  
*10/27/03*

**JOB SUMMARY:** Under general supervision, performs a variety of administrative tasks in specialized program and project administration. Utilizes comprehensive technical knowledge of assigned projects and programs in order to perform research, make recommendations, and ensure compliance and effectiveness. May act as project leader and provide task supervision to other assigned staff; and performs other related work as necessary.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Responds to inquiries regarding specific areas of expertise.
2. Assists in monitoring program expenditures; administers and monitors projects and programs and related budgets.
3. Prepares service contracts, proposals, staff reports, proclamations, press releases and other documents.
4. Oversees ongoing administrative projects and programs involving complex operational issues independently or in coordination with other professional staff.
5. Acts as departmental liaison to the public and other department staff in functional areas of responsibility.
6. Analyzes and interprets financial data, compiles reports, and budgetary information, and makes recommendations in conformance with pre-approved guidelines.
7. Performs research and analysis and provides recommendations for appropriate courses of action.
8. Completes a variety of forms requiring mathematical calculations.
9. Ensures compliance with relevant program regulations and criteria.

## QUALIFICATION GUIDELINES:

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.**

**EDUCATION:** Associate's degree including coursework in business or public administration, finance, accounting, or related field.

**EXPERIENCE:** Three (3) years in project or program coordination and administration.

### KNOWLEDGE OF:

- Comprehensive technical principles and practices of assigned functional area.
- Municipal budgeting processes.
- Principles and procedures of administration and recordkeeping.
- Applicable federal, state and local laws, codes and regulations.

**ABILITY TO:**

- Apply specialized technical expertise in the administration of assigned functional area.
- Ensure compliance with program requirements.
- Schedule and coordinate projects, and set priorities.
- Independently research questions and make appropriate contacts for problem solving.
- Independently draft correspondence pertaining to the operations, policies, and procedures of the functional area.
- Understand, interpret and apply written materials.
- Proficiently work in various versions of MS Windows using Word, Excel, Outlook and Explorer.
- Operate a personal computer and standard office equipment.
- Exercise sound judgment and make appropriate recommendations.
- Communicate effectively both orally and in writing with co-workers, supervisors, management, other department representatives, and the public.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Establish and maintain cooperative working relationships.

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**LICENSES:**

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Highly responsible administrative level work in a public environment.

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** San Bernardino Public Employees Association

**DOT Program Participant:** No

**Job Family:** Administrative Support - Technical

**Career Progression:** Administrative Technician  
Administrative Specialist  
Administrative Aide  
Management Analyst