

ADMINISTRATIVE OFFICER I

DESCRIPTION OF WORK

This is administrative work as a staff assistant in a divisional, departmental, or university program. Employees assist in conducting administrative details in a state or local department or institution or in directing a phase of a divisional or departmental program. They perform a variety of administrative duties including devising and installing new work methods; interpreting rules, regulations and procedures; and some supervision of subordinate clerical employees. Work is performed under general supervision with limited exercise of independent judgment and is reviewed periodically through conferences, post audits, personal inspections and written reports to insure conformity with established procedures and policies and the exercise of sound judgment.

EXAMPLES OF DUTIES PERFORMED

Plans and directs the work of a small group of subordinate employees engaged in maintaining general accounts, preparing payrolls, purchasing supplies and equipment and preparing related records, reports and statements.

Assists in departmental personnel administration and budget preparation.

Serves as an administrative assistant or an assistant director of specific university programs or activities within various departments and offices of business affairs, student affairs and other major educational departments; assists in the interpretation and dissemination of program policies and rules and in the formulation of new or revised policy.

Assists the director of a small local department in management activities; confers with management representatives of other county and State departments in administrative services problems.

Receives visitors and telephone calls and makes appropriate disposition of inquiries which involve interpretation of departmental or institutional policies and programs.

Makes decisions on specific operating problems in accordance with departmental or institutional policies and precedents.

Receives and reviews correspondence, assigns it to appropriate persons for preparation of replies; reviews completed assignments for conformity with instructions, attachment of pertinent reference materials and general completeness.

Secures information for the use of higher-level officials in preparing speeches, articles and reports; obtains material from a variety of sources and prepares abstracts or summaries of factual data.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Considerable knowledge of modern office procedures, practices, and equipment.

General knowledge of the principles and practices of public administration and business administration.

Some knowledge of personnel policies and practices.

Some knowledge of accounting principles and practices.

Ability to exercise judgment and discretion in applying and interpreting policies and procedures.

Ability to plan, assign and review the work of other.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with associates, officials and the public.

Ability to express comments and opinions clearly and concisely in oral or written form.

Minimum Training and Experience

Graduation from a four-year college or university and one year of experience in personnel, budgeting, research or administrative management; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.