

ADMINISTRATIVE OFFICER II

DESCRIPTION OF WORK

This is administrative work assisting in directing the activities of a large-scale divisional, department, or university program or in administering a specialized program or activity.

Employees perform a variety of important administrative duties in developing and maintaining departmental or institutional programs. Work involves responsibility for analyzing and solving technical problems; the enforcement of laws and regulations; and frequent public contacts in promoting established programs. Work is performed under general supervision and is subject to review and evaluation through conferences, post-audits, personal inspections, written reports, and public acceptance.

EXAMPLES OF DUTIES PERFORMED

Serves as administrative officer in a state department or institution in supervising purchasing, budget preparation and control, conducting personal transactions, and acting for a superior in all routine matters in his absence.

Assists the director of a large local department with large professional staffs and budgets in management activities; confers with representatives of other county departments and state agencies in administrative service problems.

Has full responsibility for administering a special fund, law, or other specific programs for a State department or university, and supervises a small group of technical and clerical employees in its execution.

Analyzes administrative problems and makes recommendations for new or revised policies and procedures.

Disseminates information involving interpretation of policies, laws, and activities of the agency.

Represents agency administrative personnel at meetings, conferences, and institutes for which the agency has primary responsibility.

Assists in the formulation of agency policies and procedures.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

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

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

General knowledge of personnel policies and procedures.

General knowledge of accounting practices and procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

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

Ability to plan, assign, and supervise the work of subordinate employees.

Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public.

Minimum Education and Experience

Graduation from a four-year college or university and three years experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of education 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.