

ADMINISTRATIVE STAFF SPECIALIST II**NATURE OF WORK**

This is responsible work in coordinating administrative support activities for an academic or administrative department.

Employees in this class are responsible for developing and establishing office procedures, including budget preparation and maintenance of accounts, and coordinating office services with such technical work as may be performed by other units of the University. Work involves responsibility for making operating decisions, for changing procedures to meet changing needs; but technical policy or major procedural questions are referred to an administrative superior for advice and decision. Supervision is exercised over stenographic and/or clerical staff. Work is evaluated by administrative superiors through conferences, observation of results, and review of reports.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, assigns, and supervises the work of stenographic and/or clerical staff performing stenographic, record maintenance and document preparation activities, and other general clerical work.

Assists in the interviewing and selection of clerical and stenographic personnel; initiates personnel actions for non-academic personnel; trains new employees and answers varied questions with respect to day-to-day office management; and related clerical problems.

Performs detailed work in the preparation of preliminary budgets for review by a administrative superior; participates in budget conferences.

Prepares departmental budgets and special budgets for research contracts and grants; maintains comprehensive records of finances and accounts.

Coordinates the receipt, review and processing of a variety of submissions; ensures that documents are prepared for processing in accordance with established procedures; discusses unusual problems with immediate supervisor.

Supervises and participates in the implementation of new procedures; prepares reports on procedures and recommends changes to meet altered conditions.

Prepares annual reports and general publicity materials for the department or division.

Prepares requisitions for the replacement of equipment; prepares travel authorization forms and travel statements for staff.

Processes a large volume of correspondence; dictates replies to correspondence on varied inquiries.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience (3-5 years) in administrative work; completion of most university coursework towards an undergraduate degree business administration, public administration or organizational management; or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Knowledge of the principles and practices of office management and supervision.

Knowledge of budget preparation, personnel, purchasing, and accounting procedures.

Knowledge of University organization, rules, regulations and procedures.

Ability to plan, assign, and coordinate the work of a large clerical staff in a manner conducive to full and effective performance.

Ability to develop, layout, and implement clerical procedures according to general instructions and guidelines.

Ability to work independently on a variety of assigned administrative tasks.

Ability to prepare operating and statistical tabulations and reports.

Ability to establish and maintain effective working relationships with faculty, staff, and administrative personnel.