

DEFINITION

This is complex administrative work in assisting a higher level administrator with the management of an agency.

An employee, in this class, is responsible for performing administrative staff assignments and office management work for a division or institution. Work differs from that of Administrative Officer I by the complexity of assignments and independent decision making. General supervision is received through conferences and review of work for compliance with departmental rules and regulations. Supervision is exercised over a small clerical staff.

EXAMPLES OF WORK

Assists in planning, developing and executing operating procedures for the agency or division; participates in the planning and programming of agency activities and assists in formulating work schedules.

Provides administrative staff support in the areas of fiscal management, personnel management and other administrative functions.

Supervises the maintenance of files and records, supplies and material and the preparation of reports.

Prepares budget estimates of funds needed by the organizational unit suggesting needs for additional equipment, supplies, or personnel; drafts appropriate justifications therefore and ensures proper duplication and assembly of the departmental budget estimates.

Ensures compliance with the laws, rules and policies governing budgetary and fiscal matters, recommending when certain expenditures should be made and informs proper authorities on the availability of unexpended funds to avoid overspending

Acts as personnel officer in a small or non-technical department in such matters as employee records, pay administration, recruitment position classification, training and other related aspects of personnel administration and collaborates with the central personnel agency.

Functions as a representative of the department or division; discusses and interprets agency programs and procedures.

Ensures that personnel are informed of new or revised operating policies and that they are properly implemented.

Performs liaison work on behalf of superior with other officials and groups.

Prepares reports on the operation of a unit group of small units for use by higher level departmental officials.

Performs other related work as required.

REQUIREMENTS

Education and Experience

Graduation from a recognized college or university with major work in business Administration or a closely related field and two years administrative experience; OR

Two years experience as an Administrative Officer I; OR

Supervisory and/or general administrative experience may be substituted for the required college training on a one to one and one half year ratio, provided such substitution does not go below the twelfth grade.

Knowledges abilities and skills

Considerable knowledge of the general theory and principles of budgeting, general procurement and supply, personnel administration and decision making in public administration.

Ability to interpret and understand complex procedural and general administrative legislation, rules and policies and apply them to a wide variety of problems for recommending courses of action.

Ability to assist in the formulation and execution of agency policies and program.

Ability to participate in the planning and administration of a complex agency program.

Ability to prepare comprehensive activity reports of agency function.

Ability to assign work and to supervise staff of clerical and supervisory personnel.