

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>ADMINISTRATIVE SPECIALIST</b>	2.1.14
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing a variety of highly responsible, complex, confidential and sensitive administrative duties involving such activities as research, development and documentation of projects and assignments that require advanced journey level technical knowledge in an assigned area of responsibility.

### **Class Characteristics**

Employees within this class perform the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Administrative Assistant 1 on the basis of responsibilities that encompass dealing with regulations, state and federal laws, District Policy or union contracts as they pertain to a specific program. Employees in this class perform difficult and highly responsible duties that require a higher level of technical knowledge.

This class is distinguished from the Administrative Assistant 2 in that the latter has responsibilities to plan, coordinate and review the work of assigned clerical personnel.

### **Supervision Received and Exercised**

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

**ESSENTIAL FUNCTIONS OF THE JOB** – May include, but are not limited to, the following:  
NOTE: Actual job duties may vary based on department and/or function.

Conducting complex studies, research, and evaluations pertaining to administrative problems, projects, and assigned area of responsibility.

Compiling, analyzing, and evaluating data and preparing estimates, statements, and reports based on such data.

Providing technical assistance or information to employees, supervisors, unions, and others as necessary.

Compiling, analyzing and evaluating data and preparing reports based on program data.

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Interpreting and explaining practices, rules, policies, procedures and regulations affecting the District in program area.

Serving as a resource to and liaison between the supervisor and employee.

May be responsible for coordinating operations of a particular unit or program area.

Interpreting and applying rules, policies, procedures and regulations affecting assigned area of responsibility.

Arranging, organizing and facilitating meetings, as required.

Conducting training for employees in program area, as required.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**Minimum Qualifications**

**Knowledge of:**

Principles and practices of business administration, budget administration, accounting and/or personnel administration as relevant to area of assignment

Principles and practices of management, research, problem solving, and program evaluation

Principles and practices of work organization and simplification

Pertinent rules, policies, procedures, and regulations affecting department or assigned program area of responsibility

Modern office procedures and office computer hardware and software

**Ability to:**

Research, compile and analyze complex technical information and to prepare narrative and statistical reports

Exercise independent judgment in making technical and procedural decisions regarding work organization and assignment, work methods, and work products

Assist in formulating and implementing technical and procedural policies and practices

Assist in developing short and long range goals and objectives

Plan, organize, and direct the flow of work within a large office with a high volume of work

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Operate a computer to enter, revise, and retrieve information and to formulate methods of collecting and presenting information

Evaluate and establish work priorities.

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

**Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Three years of responsible and analytical and technical program support experience.

**Training:**

Equivalent to an Associate's degree from an accredited college or university with major course work in business, public administration, education or a related field.

**Work Environment:**

Climate controlled office settings and exposure to low noise intensity levels.

High level of contact with district personnel and average level of contact with community and agencies.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Administrative Specialist

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_