

# ADMINISTRATIVE SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## **SUMMARY DESCRIPTION**

Under direction of the City Manager or assigned management staff, coordinates the administrative and program activities of a variety of local, state, and federal programs related to housing rehabilitation, business development, and other grant related programs including state block grants for housing rehabilitation and small business loan program; provides research, analysis, and other analytical support to assigned project or project area; and provides information and assistance to internal and external customers regarding assigned programs and services.

## **IDENTIFYING CHARACTERISTICS**

The Administrative Specialist has the responsibility for the coordination and administrative oversight of a variety of local, state, and federal programs related to housing rehabilitation, business development, and other grant related programs. Positions in this classification will be assigned a variety of diverse duties and/or projects depending on the needs of the City or department.

## **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the administrative and program activities of a variety of local, state, and federal programs related to housing rehabilitation, business development, and other grant related programs including state block grants for housing rehabilitation and small business loan program.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned projects; researches, implements, and administers policies, procedures, and changing business practices and processes for assigned projects.
3. Administers Community Development Block Grant and Economic Development Block Grant programs for the City.
4. Oversees program activities to assure compliance with requirements and the appropriate usage of funding.
5. Interprets program requirements to developers, contractors, business owners, and citizens.
6. Coordinates grant activities for assigned area; writes and prepares grants; identifies and researches grant programs; manages grant procurement processes; coordinates with other jurisdictions and federal and state agencies regarding compliance with grant requirements; serves as liaison and responds to a variety of grant related questions.
7. Performs a variety of duties related to loan programs; meets with potential loan applicants and explains the loan programs; processes and reviews loan applications; writes staff recommendations

to the City Community Development Loan Review Committee; prepares loan documents; tracks and monitors all current loans; assists in tracking loan portfolio.

8. Meets with property owners, business owners and developers on available funding for future projects; assists and serves as resource to other departments regarding funding opportunity in seeking grant funding.
9. Obtains bids from contractors and negotiates contracts.
10. Responds to a variety of inquiries from other departments and divisions as well as developers, contractors, business owners, and the public in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
11. Prepares a variety of reports for assigned projects or project area.
12. Coordinates assigned activities and functions with other City staff, projects, functions, boards, and committees as well as local, state, and federal agencies, business partners, and the general public; coordinates with, interacts with, shares knowledge, and develops collaborative relationships.
13. Represents area of assignment, participates on, and provides staff support to a variety of committees and boards; responds to and resolves inquiries and complaints.
14. Participates in special projects including planning and implementation of special projects; initiates new strategies to improve existing programs and projects.
15. Conducts reviews and oversees the review of building construction and rehabilitation plans and specifications for compliance with codes, regulations, and funding requirements.
16. Performs site inspections for compliance purposes as necessary.
17. Administers the City's water backflow testing program to assure testing compliance.
18. Oversees American Disabilities Act compliance activities.
19. Serves as contact and responds to requests for information from City staff, other agencies, the media, and the general public regarding project or program area of assignment; prepares presentations and related material.
20. Provides assistance to planning, building inspection, and code enforcement activities as needed.
21. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

1. Operational characteristics, services, and activities of assigned project and/or program area.

2. General principles, practices, and procedures of business administration and public administration.
3. Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.
4. Project management principles and practices.
5. Methods and techniques of data collection, research, and report preparation.
6. Methods and techniques of statistical and financial analysis.
7. Laws, rules, regulations, and codes pertaining to building rehabilitation and construction.
8. Principles of grant writing and administration.
9. Principles of business letter writing and basic report preparation.
10. Principles and applications of critical thinking and analysis.
11. Modern office procedures, methods and equipment including computers and supporting applications.
12. Principles and practices of record keeping and records management.
13. Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

1. Participate in the management of assigned projects or project areas.
2. Use technical concepts and general project management tools and techniques to effectively coordinate a project and solve complex problems in creative and effective ways.
3. Perform a full range of analytical and administrative duties in support of assigned projects, program areas, and functions.
4. Collect, evaluate, and interpret information and data from multiple sources.
5. Conduct research and analysis and provide appropriate recommendations based on findings.
6. Conduct or participate in various organizational, fiscal, and administrative studies and analyses including those on new and existing projects and/or program areas.
7. Participate in the development and administration of policies and procedures.
8. Develop recommendations for problematic areas and implement and monitor changes.
9. Interpret, explain, and apply a variety of program, building code, planning, and zoning requirements.
10. Maintain complex paper and computerized records.
11. Type and enter data at a speed necessary for successful job performance.
12. Take and transcribe dictation, if required by the position, at a speed necessary for

successful job performance.

13. Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
14. Operate office equipment including computers and supporting word processing and spreadsheet applications.
15. Adapt to changing technologies and learn functionality of new equipment and systems.
16. Plan and organize work to meet changing priorities and deadlines.
17. Work independently in the absence of supervision.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in secretarial science, office procedures, business administration, or a related field.

**Experience:**

Four years of increasingly responsible secretarial and administrative support experience involving a high level of public contact. Administrative support experience in a municipal or other governmental agency is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**CITY OF PLACERVILLE**  
**Administrative Specialist**

**Hearing:**

Hear in the normal audio range with or without correction.

Date Established: May 13, 1997

Date Revised: June, 2004

*Johnson & Associates*