

1885-EXECUTIVE OFFICE AND ADMINISTRATIVE SPECIALIST

Concept of class: Third-level office and administrative position. Positions in this class have discretionary authority and independent responsibility. The work is performed under general guidelines and requires the establishment of priorities.

Qualifications: High School Diploma/GED and four years of related office experience. Training/education may be substituted for some of the years of experience. Computer experience required. Specific knowledge/skills may be required.

Typical Tasks: (These examples do not include all possible tasks in this classification and do not limit the assignment of tasks in any position of this classification.)

Respond to and initiate inquiries (questions regarding purchasing, personnel, facilities and operations). Explain complex policies and procedures and independently resolve problems/questions. Prepare presentation materials for others. Edit for content.

Provide support for personnel searches and other complex events (grad school applications, grant proposals and contracts, teaching evaluation processes, processing visas).

Plans and prioritizes meetings. Prioritize and make decisions on a daily basis regarding calendars.

Compose and/or prepare correspondence, memoranda, promotional materials or forms, newsletters, manuals, etc.

Assist with grant proposals and serve as a resource for information related to the management of grants and contracts.

Develop computer-assisted processes, guidelines, procedures or tools.

Design and/or maintain databases, websites.

Processes and maintains information that may require gathering, compiling and maintaining data.

Responsible for evaluation and modification of file systems.

Recommend standard department office equipment.

May provide informal orientation and training of other employees. May supervise student workers. Not a PELRA Supervisor.

Process departmental mass mailings. May delegate departmental mass mailings to other employees.