

TITLE: ADMINISTRATIVE SERVICES OFFICER

CODE: 11037

GENERAL DESCRIPTION:

This is very responsible administrative services supervisory work involving the direction and performance of administrative services in the Plants and Maintenance Function.

Work involves responsibility for planning and coordinating clerical and administrative services for the central Function and five division offices. Duties include directing a small clerical work unit and performing complex administrative activities. This position also has the responsibility for making difficult administrative services decisions. This work requires that the employee have good knowledge of public administration principles and practices as applied to work unit reporting and a variety of administrative procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Director of Plants and Maintenance.

EXAMPLES OF DUTIES:

Carries out complex administrative procedures including time sheet review, purchase requisitions, operational report administration, coordination of emergency operations, administration, and special assignments.

Schedules, assigns, supervises and evaluates a small work group of clerical and related employees.

Fills out forms and reports on completed work assignments and completes employee time records.

Drafts unit budget and controls expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

TITLE: ADMINISTRATIVE SERVICES OFFICER

CODE: 11037

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of general administrative services principles and practices as applied to Plants and Maintenance administrative requirements.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Good ability to communicate orally and in writing and to lead others in a work unit.

Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Good ability to supervise others in a work unit.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants and customers.

QUALIFICATIONS:

An associate's degree from a recognized college in business administration or a related field plus four years of progressively responsible administrative services experience including at least two years in a lead or supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

SPECIAL REQUIREMENTS:

None.