

Administration Specialist Tompkins County

Department: County Administration
Classification: Competitive
Labor Grade: Confidential Grade 58
Approved: Secretary Reclass 01/10
Revised: 3/10; 4/15
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in secretarial science or closely related field **AND** two years of office clerical experience, which must have included the use of a personal computer, Microsoft Office software, electronic calendar maintenance, and a substantial amount of telephone and face-to-face public contact; **OR**
- (b) Graduation from high school **AND** four years of office clerical experience, which must have involved the use of a personal computer, Microsoft Office software, electronic calendar maintenance, and a substantial amount of telephone and face-to-face public contact; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Administration Specialist is responsible for providing administrative support to the Department of County Administration, under the general supervision of the County Administrator or his/her designee. The Administration Specialist performs routine office work and some complex administrative functions that require solid technical skills, independent judgment, excellent time management and task prioritization skills, and a working knowledge of the activities and procedures specific to the department. Internal and external contacts occur on a regular basis with interaction between senior level and management staff in both County departments and other agencies under the County's jurisdiction, and with elected officials, community leaders, and the general public. Considerable autonomy is exercised when performing the work. Supervision of others is not generally a function of this job. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Under the general supervision of the County Administrator or his/her designee, provides information to County departments, other agencies and the general public about the County's and/or department's services, programs, and policies/procedures;
- Maintains the County Administrator's schedule, including meetings and special engagements, and manages travel arrangements and expense reports;
- Receives and screens visitors, telephone calls, mail and email and routes correspondence to proper official or unit, requiring use of judgment and interpretation of policies, rules, and procedures;
- Disseminates large mailings and departmental communications;
- Directs the operation of the files system of the department (both manual and computerized);
- Maintains various databases and from these generates routine and customized reports;
- Prepares reports, forms, vouchers, work orders, and specialized documents from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, formatting, and correct English usage, including grammar, punctuation, and spelling;
- Assists with meeting preparation and follow up, including scheduling, logistics, generating the agenda and other supporting materials, and producing meeting notes or minutes;
- Provides general administrative support on special projects, as the need arises;
- Assists with developing, reviewing, assessing administrative policies and procedures;
- Manages departmental revenues and expenditures and processes requisitions and vouchers for payment;
- Manages equipment service and supplies (copier, fax, printers, phones etc.).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of standard office administrative practices and procedures, office terminology, and equipment;
- Good knowledge of database use, spreadsheet development, word processing, graphics applications, electronic calendar management and other types of software;
- Good knowledge of the current principles and practices of business administration;
- Good knowledge of basic accounting procedures;
- Working knowledge of records management principles;
- Ability to develop a good knowledge of the organization, functions, laws, policies and regulations of the office of County Administration;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Good verbal and written communication skills;
- Ability to prepare, understand and interpret a wide variety of written material;
- Ability to process routine administrative details independently;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies and ability to effectively interact in stressful situations;
- Analytical reasoning ability, resourcefulness, dependability, accuracy, integrity, tact, and good judgment required.

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