

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV73151</b>
<b>Job Class Code:</b>	<b>010</b>	<b>Salary Schedule:</b>	<b>ASRRASO</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/01</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Administrative Management Series

**JOB CODE TITLE:** ADMINISTRATIVE SERVICES OFFICER I

**HRIS TITLE:** ADMV SVCS OFFICER I

**CHARACTERISTICS OF THE CLASS:** Under general direction, in an organization with complex fiscal and business management functions, is responsible for work of average difficulty, assisting a department head by directing centralized administrative services including budgetary, accounting, purchasing, payroll or related services; an incumbent will normally supervise a staff of sub-professional and other employees; and performs related work as required.

**EXAMPLES OF DUTIES:** Directs and participates in a variety of administrative and business management functions involving the making of administrative decisions; assists agency head in formulating and implementing policies and procedures relative to fiscal services and other general business activities; prepares or directs the preparation of the budget and maintains fiscal control; consults with unit supervisors on administrative problems and procedures and assists in developing and instituting improvements; directs accounting and bookkeeping operations and the preparation of financial statements and statistical reports; directs purchasing and stores function; makes special studies and reports; may be responsible for building and ground maintenance and repair function.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** the principles and practices of administration with special reference to organization, fiscal management and budgetary control; office management and supervision.

**Skill/Ability to:** direct an administrative services program for an organization; do difficult analytic work; supervise others; write and speak with clarity and effectiveness.

### **SPECIAL SELECTION FACTORS:**

Two years responsible administrative experience equivalent to or above the Administrative Assistant III level in such fields as personnel, budget analysis, purchasing, accounting, data processing or related administrative services work; a Master's degree in business or public administration from an accredited college or university may substitute for one year of the required experience.