

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV73152</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>21</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 II

**HRIS TITLE:** ADMV SVCS OFFICER II

**CHARACTERISTICS OF THE CLASS:** Under direction, is responsible for work of considerable difficulty in directing centralized administrative services including budgetary, accounting, purchasing, payroll and/or other staff functions; depending upon the complexity of administrative services, an incumbent may have control of such functions for a small through moderate sized department or institution or may assist in directing administrative services of a large organization; and performs related work as required.

**EXAMPLES OF DUTIES:** Directs or assists in directing fiscal activities such as state and federal accounting, payroll, purchasing, budget preparation and control, personnel and other record keeping, capital improvement programming, preparation of statistical, financial and other reports; may direct housekeeping, building and grounds maintenance, dietary, laundry, clothing, printing and other service functions; studies practices, policies and procedures and makes recommendations for improvement; supervises and evaluates professionals and other staff.

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

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

**Skill/Ability to:** direct a comprehensive administrative services program for an organization; do complex analytic and managerial work; supervisory ability; speak and write effectively.

### **SPECIAL SELECTION FACTORS:**

Three 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.