

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73153
Job Class Code:	010	Salary Schedule:	ASRRASO
EEO Category:	01	Grade:	22
Workers Comp Code:	9410		

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

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: ADMINISTRATIVE SERVICES OFFICER III

HRIS TITLE: ADMV SVCS OFFICER III

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty assisting in the planning, organizing and directing of centralized administrative or related staff services, including business and fiscal management functions for one of the larger state organizations; and performs related work as required.

EXAMPLES OF DUTIES: Assists in the planning, organizing and supervision of departmental or division fiscal and business services, or a related staff function; prepares and administers budget, directs purchasing activities; supervises and participates in difficult managerial studies; establishes priorities and goals; enforces policies and procedures.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: administration with special reference to planning, organizing and directing comprehensive administrative services including fiscal management, budgetary preparation and control, organization, general business administrative services and supervision.

Skill/Ability to: direct a comprehensive administrative services program; do complex analytic and managerial work; successfully initiate and maintain complex and difficult relations with employees and the public; supervisory ability; verbal and written communication.

SPECIAL SELECTION FACTORS:

Three years managerial experience in one or more of the functions related to the duties of this class; a Master's degree in business or public administration from an accredited college or university may substitute for one year of the required experience.