

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73155
Job Class Code:	010	Salary Schedule:	ASRRASO
EEO Category:	01	Grade:	24
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 V

HRIS TITLE: ADMV SVCS OFFICER V

CHARACTERISTICS OF THE CLASS: Under administrative direction, is responsible for work of unusual difficulty in planning, directing and coordinating the total administrative service function for one of the largest state agencies, including personnel, budgetary, fiscal, electronic data processing, and/or other functions; and performs related work as required.

EXAMPLES OF DUTIES: Directs and coordinates the total administrative service function for the largest state agencies, such as personnel, electronic data processing, budgetary, fiscal, purchasing, printing, planning, building maintenance and related services; confers with program heads, members of professional staff and officials concerning the administrative services needs and requirements of the department in regard to policies, rules and regulations; develops departmental policies and regulations concerning administrative services; directs management and other studies and surveys for the purpose of improving administrative methods and practices; writes reports.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: administration with special reference to planning, organizing and directing a comprehensive administrative services program, including personnel, budgetary, fiscal, electronic data processing, purchasing, organization, printing, planning and building maintenance and related functions; supervision.

Skill/Ability to: develop and install highly complex and large scale administrative procedures and operations and to evaluate their efficiency and effectiveness; ability to exercise effective administrative and technical supervision over professional staff; analytical ability; judgment; initiate and maintain important personal contacts; speak and write effectively.

SPECIAL SELECTION FACTORS:

Five 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.