

DESCRIPTION: Under administrative direction, independently manages major programs, administrative operations, and associated policies, processes, budgets, and actions that directly affect the overall mission and goals of the employing agency, board, commission, or similar organizational entity. Provides management services including advising senior officials on operational practices and policy issues, coordinating/managing projects with agency-wide, statewide impact, and serving as principal liaison with legislative officials, other public, private, and community organizations, and news media representatives; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third full performance classification level of the Administrative Assistant class series. Positions in this series typically are assigned a set of diverse administrative and technical functions. This diversity does not support classification of these positions to a class specialized in a particular management function (such as budgeting, accounting, personnel, property or materials management, procurement, public or customer relations, information or communications services, or grants and contracts administration), nor to a class requiring in-depth understanding of a specific academic discipline or professional/technical program subject matter. Specific tasks and assignments of positions in this series are frequently unique from each other. Job factors used in classifying positions to levels within the Administrative Assistant series include size/diversity of the employing agency and assigned functions, the scope and impact of work decisions/issues/problems handled, the nature of work related contacts, the authority delegated to act independently, and the nature of supervisory controls and work directives.

Positions at this level are typically assigned independent responsibility for freestanding program-administrative functions and associated processes and operations for the employing agency. This work involves extensive liaison, coordination, and interaction with employees and customers/clients of the employing agency, with members/representatives of other governmental agencies, community/professional associations, and interest groups, and with the public, requiring persuasion and motivation to achieve established goals and requirements through these individuals and organizations. Positions require in-depth program and administrative knowledge and initiative to set goals and plans, negotiate agreements/settlements, and resolve conflicts. Work assignments can include leading public forums/hearings, in-depth research and operations/management analysis and project management functions, and development of proposed initiatives, decisions, and courses of action. Work may involve assessing unusual circumstances or requests, and taking actions affecting individuals, organizations, and processes outside the agency.

The Administrative Assistant class series differs from the Staff Assistant series where assigned positions perform detailed technical support tasks or oversee a single technical/operational activity, relative to a program-administrative functions of the employing agency. The preponderance of work time for any Administrative Assistant position does not reflect conventional secretarial/office support duties.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans and directs program-administrative operations in areas such as fiscal, personnel, purchasing, information/communication systems, and marketing/public relations to ensure effective and efficient operations.

A09123 – ADMINISTRATIVE ASSISTANT III (continued)

Analyzes and evaluates managerial practices and procedures to recommend improvements in organizational structure, staffing patterns, and work distribution and flow.

Represents the employing agency and assigned operations at meetings, conferences, and hearings that encompass a broad range of administrative responsibilities such as personnel, administrative rule making, and budgeting, to communicate the agency's point of view and report the results to the administrator.

Drafts and/or reviews management proposals, obtains legal advice and budgetary impact statements, and synthesizes advisory opinions and recommendations for the administrator to ensure their compliance with legislation and agency policy.

Exchanges facts, ideas, and proposals with agency employees, other governmental and private agencies, the news media, the legislature, and the public as a spokesperson for the immediate supervisor to facilitate good relationships and to achieve agency goals.

Plans and coordinates information among managers at all levels involved in special assignments to remove barriers, to facilitate work relationships, and to report progress to the immediate supervisor.

Develops and manages program-administrative plans that include goals, action steps, funding sources, constraints, and performance criteria/metrics; coordinates implementation of all aspects of plans to ensure progress toward established goals and schedules.

Develops and implements program-administrative service monitoring and evaluation systems to determine operational effectiveness and discover any problems or potential problems.

Analyze and interprets State and federal laws and other directives to develop, recommend, and implement modifications to operational policies, procedures, and processes.

Develops budgets and proposals and coordinates the preparation and integration of budgetary requests-to submit for management approval and to establish fiscal guidance and control for an operational period.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: governmental organizations and administrative procedures; project management procedures; research and administrative survey and reporting techniques; the principles and practices of budgeting and accounting; personnel management practices; public relations principles and techniques; the inter-relationships among various operations and groups served; federal and State laws, regulations, and guidelines; advise and guide representatives of other agencies and government officials in solving problems; develop functional objectives, performance goals and criteria, and priorities.

Ability to: organize and present facts and opinions to exchange information and ideas and to promote agency needs, plans, and objectives; conduct research activities; summarize technical data and conclusions into reports; plan, organize, and control the work of others; apply management practices, theories, techniques, and methodologies to assigned responsibilities; analyze data and draw conclusions; learn agency programs, functions, policies, procedures, processes, communications channels, and objectives related to assigned responsibilities.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associate's degree in administration, budgeting, operations research, or any discipline related to the work assigned and experience in planning, organizing, and implementing program-administrative functions, processes, or projects.

OR

Experience in directing or supervising work involving personnel, budgeting, accounting, finance, planning, policy analysis, administrative/management analysis, program evaluation, or any field related to the work assigned.

OR

Bachelor's degree in administration, management, accounting, finance, planning, policy analysis, management analysis, operations research, program evaluation, or any discipline related to the work assigned.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).