

Storey County

CLASS TITLE: Senior Administrative Specialist

FLSA Status: Non-Exempt

Created: 09-04-2008

Last Revised: 11-28-11

Replaces:

JOB SUMMARY: Under administrative direction, provides paraprofessional level administrative support to a department, division or specialized program. Work involves freeing the administration to focus on critical demands by performing a variety of administrative support functions with minimal direction. The position includes acting as a responsible liaison to public relation assignments which may comprise the public, officials and top level management.

CLASS CHARACTERISTICS: This is the top level within the Administrative series. A position at this level exercises a considerable amount of independent judgment, confidentiality, high degree of efficiency and leadership. The position may have a high degree of authority to make and implement independent decisions under the direction of the Administration. An incumbent has a broad scope of responsibilities, and the consequence of an error in decisions is high. The Senior Administrative Specialist is distinguished from the Administrative Specialist level by a high degree autonomy in decision making, consequence of error, and complexity of programs which the department or county administers. The position includes proven ability to take on added responsibility, work independently, rapidly prioritize and execute multiple tasks and meet demanding deadlines for the office and the County.

EXAMPLES OF DUTIES: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Ability to read, track, analyze and interpret applicable Federal laws, NRS statute, NAC guidelines, County policies and procedures, and other resource material.
2. Formulate, develop and monitor comprehensive agency and/or program budgets.
3. Develop, implement and revise policies, procedures, ordinance or resolutions.
4. Assess program effectiveness and propose enhancements to improve efficiency and effectiveness.
5. Plan, organize and oversee agency/program functions.
6. Research and compile information regarding proposed purchases, expenditures, and contracts.
7. Compare expenditures against spending authority.
8. Analyze and resolve operating and fiscal management problems.

9. Prepare, review and evaluate a variety of materials including financial reports, budget status reports, contracts, leases and other documents in order to identify problems and trends, develop solutions, and advise management on alternative courses of action.
10. Work collaboratively with representatives of other departments, agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors, general public and others in the community to coordinate activities, provide and obtain information and resolve problems.
11. Prepare, review and distribute reports to management and other agencies.
12. Assist internal and external auditors by providing requested information.
13. Ability to quickly adapt to any situation in any County Offices.
14. Participate in Emergency Operations Center functions and training as required.
15. Perform related duties as required.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

- Budgeting principles and practices;
- basic bookkeeping principles and practices;
- purchasing and personnel procedures;
- contract preparation and management;
- principles of sound business management;
- organizational structure and programs administered by the agency;
- in depth knowledge of department policies, procedures and goals to apply administrative support to complete complex tasks as assigned;
- pertinent federal, state and local laws, codes and regulations;
- correct English usage including grammar, punctuation, and vocabulary;
- and
- emergency operations center and NIMS procedures.

Ability to

- Plan, develop and maintain budgetary and financial reports related to business operations, revenues and expenditures, and contract reviews;
- plan, organize, and oversee the work of professional, technical and support staff;
- communicate and assist in training in a courteous, professional manner;
- identify and prioritize program needs and organize work activities accordingly;
- organize and develop a sequence and method for office procedures in include maintaining an accurate filing system;

- advise management regarding fiscal issues;
- read and interpret financial documents such as statements, budgets, contracts and reports related to business processes;
- read, interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff;
- write clear and concise policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation;
- communicate orally to instruct, advise or persuade management, staff and others regarding budget requests, policy interpretation, fiscal status and business operations;
- establish and maintain cooperative and effective working relationships with management, staff, vendors, auditors, and the public;
- research, organize and analyze data related to budget, fiscal management and business operations;
- interact positively with others including the general public, elected officials, other organizational staff, and coworkers;
- maintain confidentiality;and
- operate a personal computer including spreadsheet, database, and word processing software.

Required Certifications and Licenses: May be required to have a valid Nevada Class C Drivers License.

Experience and Training: Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a high school diploma or equivalent and at least (10) ten years of progressive experience within Storey County and a specialized program which a candidate has demonstrated an ability to excel beyond expectations.

Physical and Mental Requirements: The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 28 day of November, 2011

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee's Association SNEA/AFSCME Local Union.

Storey County Government

Storey County SNEA/AFSCME Union

Patrick Whitten,
County Manager

Tobi Whitten, SNEA/AFSCME Union
Comstock Chapter, President

Holli Kiechler,
Administrative Officer

Gerrie Honea, SNEA/AFSCME Union
Comstock Chapter Vice-President