



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 302.5

Job Title: **ADMINISTRATIVE SPECIALIST**

Pay Grade: 20

GENERAL SUMMARY:

Performs varied professional administrative functions in the research, development, interpretation and implementation of the assigned department's fiscal and operational policies and procedures.

RESPONSIBILITIES:

- Interprets and disseminates administrative policies and procedural revisions for staff implementation.
- Provides guidance to department staff in various activities necessary to attain operational goals.
- Composes correspondence, directives, speeches, etc.; prepares drafts on various departmental matters and edits material as required.
- Prepares and analyzes the department's annual budget and budget revisions; manages expenditures and monitors line item balances.
- Responds to written and telephone inquiries, requests and complaints from the general public.
- Conducts studies of department organization and operation; coordinates preparation of report on findings and offers recommendations concerning various problems.
- Represents department head at designated conferences, meetings, and public events.
- Assists as needed in producing public information activities, including preparing news releases, brochures, visual presentations, etc.
- Participates in special projects as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

EXPERIENCE:

Three years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Administrative Aide		
Administrative Associate		
Administrative Assistant	OR	Administrative Assistant (Executive Level)
Administrative Specialist	OR	Administrative Specialist (Executive Level)
Administrative Coordinator	OR	Administrative Coordinator (Executive Level)

Effective: October 1990

Revised: March 2017