



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

**ADMINISTRATIVE SUPPORT
SPECIALIST**

FLSA Status : Non-Exempt
Bargaining Unit : GPEA
Salary Grade : G15

CLASS SUMMARY:

The Administrative Support Specialist is the third level of the Support Services Series. Incumbents are responsible for performing the more complex, sensitive, and visible administrative support work related to budget preparation, payroll, accounts payable and receivable, and personnel matters. Duties include preparing budgets, collecting and reporting budget data, payroll coding and data entry, scheduling, and the maintenance of records.

The Administrative Support Specialist is distinguished from the Department Support Technician by its responsibility for more complex support duties related to the budget.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
-

ESSENTIAL CLASS DUTIES: : These duties are a representative sample; position assignments may vary.

- Prepares division and/or department budgets including retrieval of expenditure information from sub-divisions and divisions.
- Reviews monthly detailed revenue and expenditure reports providing analyses to managers.
- Maintains division and/or department payroll, tracks employee evaluation scheduling, and performs related records management.
- Processes and manages accounts receivable and payable and conducts purchasing of equipment and supplies.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Assists with office operations as needed including research, note taking, data entry, collecting information, maintaining files for selected activities, and other administrative functions.
 - Performs other duties of a similar nature or level.
-

Training and Experience (positions in this class require):

An Associate's Degree in a related field and two years of related experience are required which based upon assignment, may be required in a particular field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Licensing Requirements (positions in this class require):

- Oregon Driver's License Class C (may be required depending on department of assignment)
-

Knowledge (positions in this class require):

Knowledge of:

- Administrative support principles and practices;
 - Budget management and financial management;
 - Payroll management;
 - Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
-

Skills (positions in this class require):

Skill in:

- General office functions;
 - Research and analysis;
 - Managing budget, payroll and other administrative functions;
 - Production of materials;
 - Records maintenance;
 - Using a computer and related software applications;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
-

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, pushing, and pulling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised June 22, 2018