

## **ADMINISTRATIVE SPECIALIST**

### Definition:

Under direction of the Power System manager, provides technical and administrative support to the Power System in the area of purchasing, warehousing, inventory control, budgeting and budget administration and general administration.

### Distinguishing Characteristics:

This position is a single position class that provides administrative and technical support to the Power System. It is distinguished from other positions by the requirement for greater technical expertise in the areas of purchasing, warehousing and inventory control, budgeting and budget administration, payroll and accounting as well as the greater breadth of responsibility and independence of action. May provide lead supervision over clerical or technical staff. This position requires regular stooping, bending, walking, reaching, pulling and pushing and lifting up to fifty (50) pounds. Occasionally lifts up to seventy-five (75) pounds. Operation of a personal computer and standard office appliances occurs on a daily basis. Ability to distinguish colors, sit for extended periods, use telephone frequently and work in cold and wet as well as hot and dry conditions is necessary

### Examples of Duties:

- independently prepare a variety of documents and reports as needed including requisitions, purchase orders, correspondence, cost estimates, financial and inventory reports, budget documents and work orders from information received orally or in writing;
- close out work orders at job completion and compare actual and estimated costs;
- prepare and maintain equipment, supply and tool inventories;
- prepare a variety of required governmental reports;
- prepares for approval the annual budget and assists with long range budget projections;
- develops and implements cost control and budget administration procedures;
- develops and maintains inventory control system including the storage and management of hazardous materials, fuel, and oil consistent with legal and professional standards;
- coordinate payroll and financial report preparation and verification with Finance Department;
- assists with audit procedures as needed;
- develops and maintains files of operation, purchasing, warehousing, maintenance and administrative records for Power System;

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- operates forklift, overhead shop crane, and Agency vehicle safely and efficiently;
- may administer contracts with vendors and service providers;
- performs other related duties as required.

### Qualifications:

### Knowledge of:

- purchasing and inventory control principles and practices;
- accounting and record keeping principles;
- budget preparation and administration;
- modern office equipment including personal computers and common software;
- mechanical, electrical, construction and maintenance supplies and equipment, vehicle parts and supplies;
- forklift operation; warehousing principles and practices;
- timekeeping and payroll principles;
- correct English usage, punctuation, grammar and spelling;
- modern office procedures and practices.

### Ability to:

- develop and maintain purchasing and warehousing procedures;
- prepare and administer annual budget;
- use a personal computer, 10 key calculator, and other office appliances proficiently;
- compose correspondence and reports;
- make arithmetic and statistical calculations quickly and accurately;
- obtain the best combination of price, availability, and quality of parts, supplies and equipment quickly and efficiently;
- maintain inventory using good accounting and inventory control methods applicable to the public sector;
- communicate effectively both orally and in writing;
- establish and maintain cooperative working relations with others;
- coordinate purchase and delivery of parts, supplies and equipment with vendors and users;
- manage and organize the purchasing and warehousing functions;
- develop and maintain appropriate records and storage procedures for hazardous materials in compliance with federal and state regulations;
- operate a forklift, shop crane and Agency vehicle in a safe and efficient manner.

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### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for and A.A. or A.S. degree with a major in business, accounting, purchasing or construction technology and four years of increasingly responsible experience in purchasing, warehousing, budgeting or an equivalent combination of education, training and experience.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. Certification as a forklift operator is preferred.