

JOB CLASS SUMMARY:

BASIC FUNCTION:

Under the direction of an administrator or manager, perform a variety of responsible clerical and administrative support work in support of an assigned function.

DISTINGUISHING CHARACTERISTICS:

The Administrative Specialist I performs specialized clerical and administrative duties for an assigned function typically supervised by an administrator or manager. The Administrative Specialist provides primary administrative support to complex organization with accountability and visibility.

REPRESENTATIVE DUTIES & ESSENTIAL FUNCTIONS:

REPRESENTATIVE DUTIES:

E=Essential Functions

1. Plan, schedule and perform technical clerical and administrative tasks related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by PCHA/URH, the City, State or HUD regulations; communicate with other agencies or departments to provide or obtain a wide variety of information. E
2. Acts as a back up to the front desk. Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies, procedures, rules, regulations and activities of assigned program or office. E
3. Process rent checks, reconcile petty cash, and balance rent drawers. E.
4. Compose correspondence independently or from oral instructions; prepare letters, memos and forms, requesting or providing information as it pertains to the different housing programs Create quarterly transparent reports. E
5. Assist with the coordination of schedules and assist in communicating to others regarding meetings, appointments, activities or announcements; schedule meetings, conferences, and interviews for supervisors and others; assemble, type and duplicate required background materials as it pertains to the Family Self Sufficiency program. E
6. Occasionally assist with inventory from work orders and appropriate forms and verify accuracy as assigned by the position; monitor maintenance work order and inventory errors; prepare related reports; complete maintenance work orders; maintain related files. E
7. Compare and verify requisitions with invoices of delivered items from vendors as assigned; prepare receiver reports for parts delivered and enter inventory data into appropriate computer system. E
8. Assist CFO in AP file management, detailed AP entry as it pertains to utilities, utility bills, utility usage report. AP approval collection, AP check distribution, vender record updates, and W9 management. Manage the AP receipt matching and collecting. E

9. Monitor office or program budget according to established guidelines; type requisitions and process invoices according to established procedures. Review timesheet verification and prepare payroll stubs. Act as back up for payroll processing. E
10. Perform data entry of financial information including data entry to spreadsheets, utility database and the financial system as assigned by the position; assist in the preparation of weekly accounts payable check run, including organizing invoices and other supporting documentation and related activities as it pertains to insurance renewals. E
11. Operate computers to enter and retrieve data, maintain records and generate reports; utilize word processing and other software as required by the position; operate a variety of office machines such as computer, scanner, calculator, copier, transcription equipment and other equipment as required. E
12. Prepare and maintain detailed and complex logs, files and records; establish and cross-reference filing systems as needed; maintain confidentiality of a variety of sensitive materials and information. E
13. Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork and respect. Work respectfully and courteously with other employees, residents and the general public. Follow direction, and work well under pressure. E
14. Attend all required training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor; and follow all safety and health guidelines, practices, policies and procedures. E
15. Assure timely distribution and receipt of a variety of records, reports and other materials; request or provide information as necessary to assure completeness, accuracy and conformance to established procedures. E
16. Maintain inventory and order supplies, equipment and materials as needed. E
17. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

Graduation from high school including or supplemented by college-level courses in secretarial science, business administration or related field

EXPERIENCE:

Prefer three years of responsible secretarial or clerical experience.

COMPETENCIES, KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE OF:

1. Modern office practices, procedures and equipment.
2. Financial and statistical record-keeping techniques.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Receptionist and telephone techniques.
5. Interpersonal skills using tact, patience and courtesy.
6. Operation of office machines including computer equipment and scanners.
7. Letter and report writing techniques.

ABILITY TO:

1. Plan, schedule and perform a variety of responsible and technical clerical and typing work in support of an assigned function.
2. Provide work direction and guidance to other clerical personnel as assigned.
3. Add, subtract, multiply and divide quickly and accurately.
4. Read, interpret, apply and explain rules, regulations, policies and procedures.
5. Meet schedules and time lines.
6. Communicate effectively both verbally and in writing.
7. Establish and maintain cooperative and effective working relationships with others.
8. Plan and organize work.
9. Maintain records and prepare reports.
10. Understand and follow verbal and written directions.
11. Operate a variety of office equipment such as computer, scanner, copier, and others as assigned.
12. Work respectfully and courteously with staff, residents and the general public.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

WORK SCHEDULE:

Monday through Thursday, 7:00 am to 5:30 pm

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.

HAZARDS:

- Contact with dissatisfied or abusive individuals.