



Job Vacancy

Class Title:	Administrative Specialist
Salary:	\$17.74 - \$25.64 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

PURPOSE

Under the direction of the Public Works Director, and/or the Public Works Assistant Director, the Administrative Specialist performs routine to advance clerical and administrative office duties such as answering phones, receiving the public, providing customer assistance, data processing, and some forms of bookkeeping to contribute to an efficient and effective office operation in support of management or specialized divisions and programs.

ESSENTIAL FUNCTIONS

Greets visitors and responds to inquiries verbally and in writing; directs visitors and callers to appropriate person or department.

Provide administrative assistance to the Director, including managing their calendar, scheduling meetings, preparing agendas, and handling correspondence.

Handle certified mail requirements as necessary.

Assist with maintaining employee and vendor files by creating files for new employees/vendors, scanning and saving documents, and purging files according to retention schedules.

Assist with processing invoices accurately and efficiently.

Assist with Open Records Requests (ORR).

Manage office supplies inventory and place orders when necessary.

Assist with performing monthly reconciliation of purchasing card (P-card) transactions for designated staff.

Assist with facilitating travel requests and expense reports.

Submit work orders for building operations as needed.

Assist with updating employee addresses in the Munis system as requested.

Maintain and update Public Works calendar events.

Administrative Specialist

Monitors and maintains inventory of sanitation containers allotted to residents, and all data, equipment, and plots, pertaining to the community garden.

Oversees and maintains various sanitation and community garden files and records. Manages sending, receiving, processing and distribution of departmental mail and packages.

Maintain a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; assist with conducting research of issues.

Respond to and initiate inquiries (questions regarding solid waste, bulk pickups, and community garden, etc.

Prepare presentation materials for use by others, editing content and adding appropriate graphic and design elements. These responsibilities may include creating basic web content.

Compose and/or prepare correspondence, memoranda, promotional materials, forms, newsletters, manuals, and reports using appropriate word processing and spreadsheet tools. Perform basic statistical calculations on data for reports and presentations.

Plan, prioritize and schedule meetings and appointments for Directors and other management. Make decisions daily regarding calendars.

Assist with grant proposals and serve as a resource for information related to the administration of grants and contracts.

Perform specialized administrative duties required to support the specific program area, using discretion to make judgments based on operating guidelines.

Support purchasing requirements for department, researching items and obtaining price quotes, entering information into university systems, receiving purchase orders.

Support human resources and payroll processes as a secondary contact or backup for payroll preparation or certification, leave tracking, appointment papers, and other requirements.

Compile and maintain information that may require web or library researching, gathering, compiling, and updating data and records.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED; bachelor's degree preferred supplemented by two years of related experience.

Bi-lingual (Spanish and English speaking) is not a requirement; however, is a plus.

LICENSES AND CERTIFICATIONS

Possession of a valid Georgia Class C driver's license.

Administrative Specialist

PHYSICAL DEMANDS

The work is typically performed in an office where the employee is intermittently sitting, standing, walking, bending, crouching, or stooping.

WORK ENVIRONMENT

The work is regularly performed without exposure to adverse environmental conditions.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.