

CLASS TITLE: SENIOR ADMINISTRATIVE SERVICES OFFICER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for complex office management and administrative work including departmental budget preparation and administration, personnel administration, training and supervision, fiscal and operational records maintenance, and departmental management details; and performs other related assigned duties.

ESSENTIAL TASKS:

- Coordinates the preparation and monitoring of the departments annual budget
- Supervises the maintenance of large, centralized records systems
- Supervises activities and office personnel, providing administrative support for director's office
- Monitors departmental services, including developing and documenting methods/procedures and coordinating corrective actions to address deficiencies
- Manages department's payroll/personnel, purchasing, and accounts payable/receivable functions
- Maintains/audits various accounts/internal activities
- Develops, implements, and enforces office policies and procedures
- Performs special studies, research, data collection, data entry, and report preparation for submission to local, state and federal agencies as needed
- Serves as secretary and authors routine correspondence (in some positions)
- Serves as department's PC LAN administrator (in some positions)
- Coordinates Fleet & Fuel Management Systems technical support (in some positions)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration, or closely related field; and two (2) years of responsible administrative, management, or data management/inventory control experience, preferably in the field of the department involved; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques, and methods of report analysis/presentation; considerable knowledge of business organization and management; if applicable, considerable knowledge of electronic data processing; good knowledge of accounting principles, personnel management, and budget preparation; and good knowledge of the rules, regulations, and operating procedures of the department to which assigned. Ability to collect, organize, and present complex technical data; ability to analyze and interpret pertinent data, laws, ordinances, and regulations; ability to write comprehensive reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 3001

EEO Code: E-03

Pay Code: EX-32

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Group: Clerical and Administrative
Series: General Administrative

Effective date: June 1, 2015