



**JOB DESCRIPTION**

**POSITION:** **ADMINISTRATIVE SPECIALIST**

**LOCATION:** Bishop

**SALARY:** Administrative Specialist I - \$18.27 to \$21.81 per hour  
Administrative Specialist II - \$20.19 to \$24.11 per hour  
Administrative Specialist III - \$22.12 to \$26.41 per hour

**DEFINITION:** Under the supervision of the Administration Manager, perform a wide variety of accounting, statistical, and administrative support activities of a highly responsible nature; and serve as the direct contact for financial and accounting matters for the Authority to the Auditor-Controller’s office. The Administrative Specialist position oversees and participates in the day-to-day administrative and financial operations of ESTA. The specific duties performed may vary based upon the assigned focus of the position (Human Resources, IT, Payroll, Fiscal, etc.) and employees may be cross-trained to provide backup support to other Administrative Specialists.

**DISTINGUISHING CHARACTERISTICS:**

**Administrative Specialist I** – This is the entry level and first working level. Incumbent initially works under closer supervision while performing duties.

**Administrative Specialist II** – This is the journey level of the series. Incumbents working at this level receive more limited supervision within a broad framework of policies and procedures and may be assigned more complex tasks and work at a more independent level performing duties for which guidelines have been established. Incumbent may provide supervision and training to junior administrative staff.

**Administrative Specialist III** – This is the advanced level of the series. Incumbents exercise independent judgement and are highly skilled and qualified to perform the more responsible and complex administrative, accounting, human resources, grant administration, and board administration activities within the Authority organization. Positions in this classification must also possess in-depth knowledge and expertise and serve as the primary resource in one or more significant and specialized administrative programs. Positions allocated to this job class may provide lead supervision to assigned staff and/or train other staff members in specialized administrative duties.

**ESSENTIAL FUNCTIONS** may include, but are not limited to the following:

**Human Resources, Payroll**

- Human Resources activities including: maintain job descriptions; recruitment, monitor employee benefit programs and educate employee of benefits; assist with benefit claims processing or resolution; maintain HR records and employee files
- Research and follow New Labor laws (including but not limited to PEPRA, Affordable Care Act)
- May serve as the Authority's Designated Employer Representative (DER) for the Authority's Drug & Alcohol Testing policy, performing all of the functions required of this position according to the regulations of the Department of Transportation
- Assist with the management and administration of payroll processes for the Authority
- Prepare and submit payroll deductions and payroll reports including State Controller Government Compensation Reports and Affordable Care Act Filings
- Assists with health enrollment, retirement enrollment and reporting of the same
- Coordinates employee recruitment activities including but not limited to development of recruitment advertising, processing and preliminary review of employee applications, candidate interviews and background reviews, and new-hire processing.

**Accounting, Grants, Procurement**

- Review and submit monthly bank account reconciliations to the Auditor-Controller
- Receives monies; prepare and disseminate receipts & bank deposits
- Prepare, process and monitor the status of accounts payable
- Issue accounts receivable invoicing, process pass orders and monitor the status of payments
- Grant management activities including: preparation of grant applications; grant oversight, monitoring and reporting; compiling and submitting grant reimbursement requests.
- Procurement related activities including: writing requests for proposals and conducting proposal evaluation; developing contract agreements; develop methods for contract performance evaluation, monitor contracts for compliance and performance, and recommend appropriate corrective action if needed

**Information Technology**

- IT Technical Support including: backup telephone system management; may configure & install new computers, assist with file server management, perform backup & restore activities; liaison with software providers and outside contracted IT resources to resolve technical problems, internet issues, routing issues, and assist with upgrades. Provide general technical support to office staff. Create queries and reports, perform data analysis.
- Assist with the update and administration of the Authority's website

**Board Clerk**

- May assist or serve as the Clerk of the Board of Directors with duties including but not limited to; review and assemble information and documents for the ESTA Board of Director's agenda, and publish same; attend Board meetings, take and transcribe

minutes of proceedings for permanent record; call roll; read correspondence into the record; mark exhibits; and administer the oath to witnesses when necessary; index and transcribe minutes and resolutions to official records

- Record orders and prepare legal notices for publication; checks resolutions, petitions, bids and other documents; record, prepare and maintain records including resolutions, minute orders, notices and other actions as needed, maintain and update Board files,
- Respond to inquiries by the public and other public and private agencies. Distribute information related to Board actions and completed business to the public and other public and private agencies
- Read, interpret and comply with laws and regulations requiring proper publication and notification for requisite agenda items and actions

#### **Other Tasks**

- Assist in the preparation and design of marketing strategies and public relations efforts, develop information materials, advertisements, brochures and other materials
- Monitor, order, and maintain office supplies and purchase miscellaneous supplies needed by operational department and offices.
- Assist with management of manual and automated document filing systems
- Prepare routine documents, performing data entry and word processing
- Pickup, deliver, sort and distribute a variety of correspondence, records, and information to appropriate personnel.
- As needed, answer phone calls for demand-response trip requests, enter the trip requests into the dispatching software, and assign trips to drivers in the field.
- Provided excellent customer service both to customers and co-workers
- Other duties as assigned by the Administration Manager or Executive Director.

**Knowledge of:** Operations and functions of public government; public and community relations; standard office procedures, methods and equipment; recordkeeping and filing principles; basic mathematical concepts; general practices of financial record keeping, accounting and budgeting practices; human resources processes and practices, information technology and personal computers and commonly used software for word processing, spreadsheets and internet access; English usage, grammar, punctuation and spelling.

**Ability to:** Maintain various records and files, including confidential materials; conduct research and compile and analyze data; read, interpret and apply applicable laws, rules and regulations; communicate effectively orally and in writing; establish and maintain effective work relationships with peers and other public and private agencies; operate a personal computer and utilize related software; effectively learn, interpret and apply ESTA policies, rules and regulations; maintain composure in stressful situations and resolve complaints in a satisfactory manner; continually multi-task and prioritize work; handle matters of a confidential nature; operate standard office equipment; maintain accurate records; stay informed of changing governmental regulations.

#### **Experience/Education/Training:**

Any equivalent combination of experience and education that would likely provide the required skills, knowledge and abilities that would normally be obtained by:

- Four years of previous responsible administrative experience, preferably in transit administration, or a related field.
- Bachelor's degree from an accredited college with major in public or business administration or a directly related field preferred.

**Licensure and Certifications:** Must possess or obtain and maintain a valid Class A, B, or C California Driver's License.

**Special Requirements:** Must successfully complete a background investigation and physical examination, including drug screen prior to employment. This position is subject to drug & alcohol testing requirements as identified in the Authority's Drug & Alcohol Testing Policy.

**Physical Requirements:** Must maintain the physical condition necessary to: 1) perform tasks in an office setting and operate standard office machinery, 2) safely drive a variety of staff vehicles, 3) frequently stand, walk, stoop and bend; grasp, lift, hold and manipulate under 20 lb items.