

The Maryland-National Capital Park and Planning Commission

TITLE: Administrative Specialist I GRADE: 18 DATE: 3/7/2018
SERIES: General Administrative CODE: 1134 EEO: Paraprofessional FLSA: Non-Exempt

Class Definition:

Under general supervision, performs specialized analytical work for a unit or division that includes assignments across a range of work in the assigned function. Individual positions in this class vary in specific duties, responsibilities and other job content; incumbents work as individual contributors and may assist higher level personnel with analysis, research and execution of operational activities within a function such as, but not limited to: (1) human resources (HR) management, (2) training, (3) financial management (budgeting, accounting, financial analysis), (4) purchasing and contracting and (5) Planning Board support. Within work program of assignment, selects and applies guidelines to conduct, or monitor and review, business transactions. Identifies need for revised, enhanced or new standards, procedures, processes or programs. Drafts revisions to some guidelines and business processes; prepares manuals and reports; initiates requests for, and coordinates, input from staff. Develops and conducts training; and assists other staff to ensure programmatic compliance or add value. May provide analysis on administrative or program management matters by applying special expertise within a function. Work may be highly confidential or highly sensitive. As an individual contributor, work results in completed assignments that have important impact on administrative management matters of the unit of assignment. Applies knowledge of the assigned work function, working knowledge of key aspects of related fields and of core aspects of administrative management in general, and knowledge of the organization to ensure work products and services are effective. Independently performs research and analyses to solve regularly occurring problems in the work. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of specifics, including known problems, and is to be performed in strict adherence to guidelines (which include instructions of the supervisor or a higher-grade employee); the incumbent plans the detailed work steps within these parameters, independently resolves routine problems by selecting and applying the appropriate guides, and seeks assistance with non-routine problems or issues. Work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other related factors.

Job Summary:

Analytical work is performed for a unit or division within a specific function, e.g. human resources management, training, financial management (budgeting, accounting, financial analysis), purchasing and contracting, and Planning Board support. Responsibilities consist of selecting and applying guidelines to perform work within functional area. Incumbents are tasked with reviewing and identifying the need for updating or adding new procedures/processes.

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Examples of Important Duties:

1. HR Management. Performs tasks associated with staffing for a unit or division. Drafts vacancy announcements and recruitment advertisements, reviews employment applications, and recommends applicants to be interviewed based upon direction from hiring manager. Informs applicants of policies and procedures and Commission benefits. Participates in the interview and selection process. Compiles information in support of compensation analyses to recommend salary offers within established guidelines. Reviews documents to ensure completion of position classification actions. Participates in orientation sessions for new employees to explain unit organization, policies, and procedures. Maintains records and reports concerning the awards program for the unit and coordinates awards ceremonies. Prepares HR transactional paperwork such as requests for personnel actions, tuition assistance and leave requests. Assists with ensuring accuracy and compliance with policies and procedures. Assists with developing and administering training programs; conducts or coordinates with other units, government agencies or contractors to develop and implement training.
2. Training. Performs tasks associated with providing training support for a unit or a division. Coordinates training and organizational development efforts; provides logistics for training classes. Updates feedback surveys; assists consultants with vendor portal. Collects relevant data; reconciles and updates class information on training calendar. Prepares and sends notices to trainees; prepares conference rooms for training. Researches information on consultants; researches and assists with implementing training best practices.
3. Financial Management (Budgeting, Accounting, Financial Analysis). Performs a range of financial management work for a unit or division. Participates in unit budget formulation, drafting of narrative and execution. Compiles data and modifies or edits justifications and other supporting documents consistent with program goals and requirements. Identifies revenues; assists with controlling and tracking expenditures; and reconciles discrepancies, working with central budgeting, central accounting and other units and management as appropriate. May recommend reallocation of funds and other actions to stay within budget. Reviews various financial documents and verifies calculations, budget codes, and compliance with Commission policies and procedures. Prepares or reviews expense reports and coordinates statements of financial disclosure.
4. Purchasing and Contracting. Serves as purchasing coordinator for a unit or division. Maintains connection with Central Purchasing regarding vendors, products, and procedures. Obtains price quotes and selects products and suppliers; signs purchase orders within authorized amounts. Reviews and recommends approval of routine bids and purchase requests for compliance with policies and procedures, fund availability, duplication, and for opportunities to consolidate purchases for bulk buying. May prepare and process purchase orders. Assists with preparing formal bid solicitations, review bids and recommend awards.

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Ensures user specifications are accurately reflected in solicitations, and coordinates advertisements and review of bids with central purchasing. Responds to inquiries from bidders directly, or in coordination with Central Purchasing; explains procurement policies and procedures; bond and insurance requirements; minority, female and disabled (MFD) certification. Ensures, directly or with Central Purchasing, that insurance, financial and other requirements are sufficient. Monitors contractor performance, interprets and applies contract language, reviews invoices, recommends approval of change order requests and non-routine charges, and, as authorized, approves progress and final payments. Works with program managers to monitor contractor performance and assists with ensuring implementation of corrective actions. Works with Central Purchasing and the Legal Departments, as needed.

5. Planning Board Support. Provides liaison between (a) the Chair or Members of the Prince George's County Planning Board or the Montgomery County Planning Board, (b) directors, managers and staff of the Commission, (c) County, State, Federal officials or (d) the public. Serves in "gatekeeper" role as the point of contact for internal and external constituencies. Completes special projects which may include research and following up on incoming issues and concerns addressed to the Chair, including those of a highly sensitive or confidential nature. Informs the Chair of time-sensitive activities and high priority issues. Works closely and effectively with the Chair to keep him/her well informed of upcoming commitments and responsibilities. Manages the Chair's extensive calendar and coordinates his/her schedule, prioritizing functions and appointments, ensuring that meetings, deadlines presentations and other duties of the Chair are carried out seamlessly. Keeps the Chair organized and prepared for meetings. Serves as an information resource for staff, community groups and government officials. Coordinates travel and meeting arrangements, expense reports, etc. Maintains and reviews tracking system of requests and/or inquiries and refers to the appropriate staff for information or response. Provides high level of methodical and dependable follow up, as well as organization and preparedness. Coordinates Planning Board agenda and case flow. Monitors status of related issues such as time limitation, legal notices, and continuing cases. Distributes agenda to individual citizens, groups, and public officials. Serves as information resource for community groups, the media, and government officials. Provides technical information and addresses problems which require research and follow-up.
6. May apply special expertise in a functional work program consistent with assigned functions such as HR management. Assists with preparing formal studies, executive summaries, final documents, and may make formal presentations.
7. Maintains confidentiality of data including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic data, and other sensitive data.
8. Stays informed of developments in functional area of assignments, and of changes in guidelines applying to the areas of work focus; builds one's knowledge and skills in the domain(s) of assignment and in related fields.

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9. Communicates and interacts effectively with business contacts. Establishes and maintains, working relationships, including teamwork, with internal and external contacts. Actively listens to understand wants, needs and concerns of stakeholders, and coordinates to obtain desired results.
10. Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), manipulating data, word processing, preparing presentations reporting time and attendance, requisitioning items, researching (the Internet), and performing other functions.

Important Worker Characteristics

- A. (1) Knowledge of, and skill in applying, the principles, methods, techniques and practices of the specific field of work of the specific position of assignment such as (a) HR management, (b) training, (c) financial management, (d) purchasing and contracting, and (e) Planning Board support.
(2) Knowledge of County*, State of Maryland*, and Federal guidelines covering the specific field of work of the specific position of assignment such as the employment provisions of the Americans with Disabilities Act (ADA) for positions focusing on HR management.
(3) Working knowledge of core principles, methods, techniques and practices of administrative management in general.
(4) Ability to rapidly acquire working knowledge of key aspects of fields related to the areas of assignment, and of various programmatic and functional matters, to prepare sound and complete analyses covering standard assignments.
(5) Knowledge of the organization, mission, programs, products, services and other key characteristics of the unit of assignment.
(6) Knowledge of Commission organization, policies, and procedures. *

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying a variety of qualitative and quantitative measures to the analysis of management problems, developing options for enhancement of programmatic or operational policies, processes and procedures, and paying close attention to detail in reviewing administrative transactions.
- C. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to achieve desired results including agreement or compliance.

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- D. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Human Resource Management, Finance, Business or any related field.
2. One (1) year of experience in human resource management, finance or any other related area of business administration.
3. An equivalent combination of education and experience may be substituted, which together total 5 years.

Working Conditions:

Works in an office setting; may work outdoors briefly on an incidental basis. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.