

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Administrative Specialist
SERIES: General Administrative

GRADE: H CODE: 2395
DATE: August 5, 2003
FLSA: Exempt
EEOC: Professional

Class Definition

Under direction, performs specialized professional work at the full performance level for a division, department, or on a Commission-wide basis. Primary duties and responsibilities of the position are the development and implementation of policies, procedures, and programs in one or more of the following: human resources, budget and financial analysis, purchasing and contract administration, management analysis, facility and property management, or other related areas of administrative management. Conducts the full range of research and analysis related to department or Commission programs or functions.

Within area of expertise, independently develops new policies and procedures and recommends revisions to existing policies and procedures. Drafts administrative policies, procedures, manuals, reports, and documents. Initiates requests for and coordinates input from staff. Conducts training on administrative policies and procedures. Ensures compliance.

Employees typically perform work that requires interpretation of complex policies, and research and develop new programs or policies including those having department or Commission-wide impact. Employees participate in short- and long-range planning, policy, or program development, and provide recommendations based on significant knowledge of the organization's objectives and activities. Work is highly confidential in nature and requires a great degree of sensitivity. May assign or monitor work of administrative or clerical staff. Performs other duties as assigned.

Examples of Important Duties

Management Analysis

1. Designs and conducts a wide variety of complex management studies dealing with diverse subjects to accomplish Commission-wide objectives, and develops methods and procedures for collecting data to achieve objectives. Conducts extensive and highly sensitive studies with little guidance other than a broad outline of the parameters.
2. Provides assistance and advice to Commission managers to define and refine study objectives.
3. Evaluates current and proposed systems, estimates cost of management alternatives, and recommends methods for improvement in accomplishing objectives.
4. Reviews technical literature and collects, researches, analyzes, and evaluates raw data. Interviews managers and employees, meets with vendors, and conducts surveys and pilot projects.
5. Prepares, presents, and defends reports and recommendations on study findings, and conducts follow-up studies to determine effectiveness.

Budget and Financial Analysis

1. Participates in development and preparation of budget. Prepares comprehensive budget reports. Analyzes revenues, expenditures, program requirements, staff recommendations, and management directives to develop budget requests and supporting documentation. Recommends reallocation of funds and other actions to stay within budget.

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Examples of Important Duties (Cont'd)

2. Develops and implements administrative procedures to monitor, control, and estimate expenditures and revenues for a division, department, or major program.
3. Administers a specialized grant or financial program, including establishment of guidelines for staff; development of procedures, policies, and manuals; coordinates, develops, and conducts training for operating departments; and monitors program or grant for compliance with procedures.
4. Researches and develops grant proposals.

Human Resources

1. Performs full range of Human Resource activities in support of a department.
2. Conducts job evaluation to recommend appropriate position classification. Writes ads and develops employee selection criteria. Participates in interview and selection process. Conducts compensation analyses to develop recommendations for salary offers. Develops and conducts orientation program for new employees.
3. Advises managers and employees of human resources policies and procedures. Reviews and approves personnel actions for compliance with policies and procedures. Coordinates corrective actions. Counsels employees and conducts investigations of employee grievances.
4. Develops and administers employee training and service programs. Coordinates with other units, divisions, departments, government agencies, and contractors to implement and conduct programs.

Facility and Property Management

1. Manages Commission office buildings, rental properties, and the leasing of commercial sites and farmland. Manages property management budget and develops periodic reports of revenues and expenditures. Coordinates with Finance Department in determining rental fees.
2. Inspects properties and coordinates appraisals, renovations, maintenance, and demolitions. Resolves complaints.
3. Writes advertisements for vacant properties, reviews applications, and selects tenants.
4. Negotiates and prepares leases. Enforces lease terms, and works with Legal Department in developing leases and processing evictions.
5. Develops specifications and bid documents for the hiring of outside contractors.

Purchasing and Contract Administration

1. Develops policies and procedures for controlling a full range of purchasing activities. Coordinates and monitors contracts. Authorizes and approves large bids, purchase orders, petty cash

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Examples of Important Duties (Cont'd)

- requests, and vendor payments. Monitors performance and negotiates corrective actions with vendors and contractors. Reviews invoices, assures contractual requirements have been met, and approves payments.
2. Prepares formal, complex bid solicitations. Assures user specifications are accurately reflected in solicitations, and advertises bids. Responds to inquiries from bidders and explains procurement policies and procedures; bond insurance requirements; minority, female, and disabled certification, etc. Conducts pre-bid and pre-proposal conferences. Evaluates bids and proposals and recommends bidder for award of contract.
 3. Administers service contracts. Coordinates contract drafting, review, and approval with Legal Department and other Commission offices. Negotiates contract matters and ensures that insurance, financial statements, and other requirements are met. Monitors contractor performance, interprets and applies contract language, reviews and recommends change order requests and unusual charges, and approves progress and final payments.

Important Worker Characteristics

Considerable knowledge of: (1) budgeting; (2) management analysis; (3) human resources; (4) purchasing and contract administration; (5) statistical analysis; (6) business management; and (7) Commission activities, organization, policies, and procedures. *

Skill in operation of: office equipment, including personal computer with applicable software.

Ability to: (1) solve complex problems involving many variables; (2) collect, analyze, and research data to draw conclusions and make recommendations; (3) read and write technical reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) make oral presentations; and (6) interpret rules, regulations, and procedures to ensure compliance.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in business administration, management, or related subject; and
2. Four years of progressively responsible administrative experience related to the needs of the division or department to which the position is assigned; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office environment that is adequately lighted, heated, and ventilated. Considerable pressure to meet deadlines.