

**ADMINISTRATIVE OFFICER****Nature of Work**

Under the direction of an administrative superior, provides administrative support services including personnel, budget, fiscal, and supply for an agency or an organizational unit of a large agency. Performs related work as required.

**Examples of Work**

Conducts analysis and review of agency programs and activities to ensure the most effective administrative methods and techniques are used to accomplish overall objectives. Coordinates special programs or projects of limited duration for the agency.

Supervises the establishment and maintenance of office records.

Prepares or supervises the preparation of budget requests and justifications.

Coordinates the preparation of agency program reports and reviews.

Supervises the ordering, receiving, storing, and issuance of supplies and equipment for office use.

May serve as the agency personnel liaison.

**Knowledge, Skills and Abilities**

Knowledge of modern office procedures, practices, and equipment.

Knowledge of the principles and practices of public and business administration.

Knowledge of the functions, organizations, and governing regulations of the agency to which assigned.

Ability to exercise good judgment and discretion in applying and interpreting departmental policies and procedures.

Ability to establish and maintain effective working relationships with departmental officials, employees, and the general public.

**Minimum Qualifications**

**TRAINING** Graduation from an accredited four-year college or university.

**SUBSTITUTION** Additional experience as defined below may be substituted for the college training on a year-for-year basis.

**EXPERIENCE** Two years of full-time or equivalent part-time paid employment in responsible positions involving budget, fiscal purchasing, supply or office management as primary duties.

Established: 8/20/92  
Effective: 9/15/92