

9401

## ADMINISTRATIVE SERVICES SPECIALIST

### **Nature of Work**

Under administrative direction, performs difficult and complex administrative work in the development, implementation and evaluation of a specialized state-wide intergovernmental support program within the Department of Administration; exercises significant latitude to commit the state to a course of action with significant financial and contractual impact; serves in a liaison role to all state agencies, boards and commissions in the executive, legislative and judicial branches in the execution of program functions; may supervise a small staff in the administration of office functions; receives the authority to commit the Department of Administration, Real Estate Division on specific course of action. Performs related work as required.

### **Distinguishing Characteristics**

This classification is reserved for complex and difficult administrative positions with responsibility for a significant support activity (i.e., state leasing coordinator, etc.) within the Department of Administration. The program or office administered provides support services to all levels of state government to include the executive, legislative and judicial branches and the higher education system.

### **Examples of Work**

- Plans, develops and implements policies and procedures for the work of the Division, unit or program area; develops forms, evaluation and reporting requirements for the area of assignment.
- Coordinates the work of the Division or unit with all agencies and levels of state government; represents the Department of Administration, Real Estate Division in interagency relations and negotiations.
- Assumes primary responsibility for preliminary technical approval of agency requests/actions; assures compliance with statutes, regulations and procedures as part of the review process.
- Advises the Executive Director of the Real Estate Division and the Secretary and Deputy Secretary of Administration on matters relating to the functional areas; recommends appropriate course of action within regulatory and procedural requirements.
- Maintains regular contact with federal, state and local government agencies in the conduct of agency business.

**ADMINISTRATIVE SERVICES SPECIALIST (CONT=D)**

**Examples of Work (Contd)**

Provides technical expertise to all levels of state government in the area of assignment; assists department heads, administrative staff, legislators and vendors in understanding and compliance with regulatory and procedural requirements; attends legislative meetings to represent Department of Administration, Real Estate Division in the functional area.

Oversees the preparation of regular and special reports on Division or unit activities; conducts special studies as required.

**Knowledge, Skills, and Abilities**

Knowledge of statutes, policies and procedures in the area of assignment.

Knowledge of the principles, practices and procedures in organizational management.

Ability to coordinate administrative activities with appropriate units within state government at all organizational levels.

Ability to plan and administer program functions and to evaluate program effectiveness.

Ability to comprehend and apply statutes, regulations and policies in the area of assignment.

Ability to establish and maintain effective working relationships with agency personnel, administrators and executives of all levels of state government.

Ability to communicate effectively both orally and in writing.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited four-year college or university.

**Substitution:** Experience as described below may substitute for the training requirement on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid experience in commercial real estate, property management, or lease administration.

**Note:** Employees may be required to obtain a real estate license from the West Virginia Real Estate Commission.

Established: 09/1/99

Revised: 07/08/04, 11/9/05, 01/05/06, 12/22/2009

Effective: 12/22/2009