

ADMINISTRATIVE SERVICES ASSISTANT 3

Nature of Work: Under general direction, performs complex administrative and/or supervisory work in providing support services such as fiscal, personnel, payroll or procurement on a statewide basis or serves in a specialty role of a complex support program with extensive federal oversight. Responsible for the development and implementation of policies and procedures for the work unit; for the monitoring and evaluation of the specialized functional area. Works within general statute and regulatory parameters, but has considerable latitude to vary work methods, policy applications to achieve desired results. The work includes supervision of subordinate professional, technical or office support staff. The work is typically complex, varied and requires considerable interaction with local, state and federal agencies and the general public. Performs related work as required.

Distinguishing Characteristics: Positions in this class are distinguished from the Administrative Services Assistant 2 by the responsibility for unit operation and results obtained. Positions in this class are typically responsible for a complex, statewide administrative support program or function in a specialized role of considerable difficulty and complexity involving sensitive and controversial issues and the lack of standard procedures and/or precedent for programmatic guidance. Has considerable authority to vary work methods and may be assigned responsibility to commit the agency to alternative courses of action.

Examples of Work

- Develops technical procedures for the effective implementation of the work of the unit, to include forms, operating procedures, and proposed policies; confers with unit management and other staff regarding revisions to budgetary, purchasing, and other administrative services, policies, and procedures.
- Develops operating manuals necessary for the instruction and training of unit staff, agency officials, and other state officials; conducts periodic training sessions for new initiatives and procedures in the area of responsibility.
- Analyzes the budget document and appropriate enabling legislation to determine the need for revised operational procedures for the budgetary cycle.
- Prepares or supervises the preparation of required fiscal and budgetary reports in the area of responsibility.

ADMINISTRATIVE SERVICES ASSISTANT 3 (CONT'D)**Examples of Work (cont'd)**

Monitors the expenditures of state agencies and higher education systems to ensure compliance with budgeted appropriations; confers with state officials and budget specialists in the resolution of expenditure level problems; advises on the transfer and reallocation of funds to resolve such problems; briefs management on potential areas of appropriation level difficulties.

Prepares or assists in the appropriation of grant proposals and budgetary recommendations for the agency; monitors the execution of appropriations throughout the fiscal year.

Develops procedures, forms, and controls necessary for the effective operation of the unit.

Within State Purchasing Rules and Regulations, examines purchasing requests for conformity to specifications and budgeted amounts; may negotiate contracts and agreements for the procurement of equipment, supplies and services.

Supervises other professional, technical and clerical employees in the unit.

Knowledge, Skills and Abilities

Knowledge of the functions and objectives of the agency.

Knowledge of the laws and regulations relating to the agency.

Knowledge of the principles and techniques used in the assigned technical function or specialty area.

Ability to coordinate the unit activities with other units within and outside state government.

Ability to establish and maintain effective working relationships with others.

Ability to analyze and interpret budgetary and technical data related to the area of assignment.

Ability to supervise the work of others.

Minimum Qualifications

Training: Graduation from an accredited college or university with a degree in the area of assignment.

Substitution: Additional qualifying experience as described below may be substituted on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in a professional, administrative, technical, or supervisory position related to the area of assignment.

Substitution: Graduate study in the area of assignment may be substituted on a year-for-year basis for up to two (2) years of the required experience.

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ADMINISTRATIVE SERVICES ASSISTANT 3 (CONT'D)

AREAS OF ASSIGNMENT

Accounting, Auditing

Budget and Budget Planning

Communication

Data Processing

General Supervisory

Health/Health Related

Insurance and Retirement

Personnel Administration

Printing

Public Transportation

Purchasing

Skilled and Unskilled Labor, Trades

Training

Established: 11/16/93
Revised: 5/11/94; 11/01/04
Effective: 11/01/04