

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Administrative Specialist II	
<b>TITLE CODE:</b> 1122	<b>SERIES:</b> Administrative
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$14.78-\$18.63/HR</b> <b>GRADE: 18</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

This incumbent performs tasks relating to the administrative support requirements of the agency such as office management, fiscal and budgeting, purchasing, inventory control, personnel matters and similar administrative responsibilities, interpretation of organizational policies and standards.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelors degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Computer Science or related degree and two (2) years in administrative activities such as fiscal and budgeting activities, personnel and planning or closely related activities

OR

High School diploma or GED and Seven (7) years of experience in personnel activities, fiscal and budgeting activities, office management or closely related activities.

**EXPERIENCE:** N/A

**SUBSTITUTION CLAUSE:** Education in the field will substitute for the experience on a year for year basis not to exceed five (5) years.

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME. OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Maintains knowledge of current policies, laws, trends and developments in the agency by reading appropriate policy notices/interpretations or related materials and attending training session, directs all health department purchasing activities, coordinates major equipment purchases and service contracts, administers the drug and alcohol testing program, directs all maintenance activities for the health department's buildings and grounds, plans, schedules and determines work priorities of subordinate personnel based on experience level and current work volume and manages any number or routine administrative functions for the agency, prepare financial reports, assists with agency budgets and fiscal duties, and may supervise non-professional level support staff.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/06

**DATE OF LAST REVISION:** 3/3/15

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.