



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT III

CLASS CODE: 31392

EEO Code: 02

FLSA: Exempt

W/C Code: 8810

Pay Grade: 10

MAJOR FUNCTION(S)

This is senior lead/supervisory level professional staff work involving the management of the administrative services functions for a departmental or major division of County government. Work involves independent responsibility for the planning and execution of accounting, budgeting, data processing, purchasing, public relations, personnel and related administrative functions.

TYPE OF DUTIES

- Coordinates the administrative activities of the department or division with County central administrative staff.
- Represents the position of the department or division during the development of standardized County-wide administrative systems and policies.
- Communicates County administrative policies, procedures and systems to managers and supervisors in the department/division.
- Independently plans, organizes and implements the administrative management systems for the department or division.
- Functionally controls the work of administrative personnel in subordinate work units.
- Prepares personnel evaluations on subordinate staff and initiates personnel actions.
- Researches financial information for budget preparation and participates in budget meetings. Usually responsible for compiling and producing the final budget document.
- Performs special studies and projects with significantly long time frames requiring ongoing management, coordination and the functional supervision of agency personnel for six months or longer.
- May be responsible for the start-up of newly authorized line programs or projects.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of public administration and in-depth knowledge of the conceptual basis for public budgeting, purchasing, personnel and related administrative functions.
- Knowledge and ability to evaluate, recommend and design new methods and approaches based on the latest literature and professional philosophy.
- Thorough knowledge of research techniques, methods and procedures and the ability to hypothesize possible outcomes, design methods to collect data and test data against the hypothesis.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Identifies trends through statistical analysis and prepares findings, position papers or informational releases for public consumption.
- Thorough knowledge of the principles, methods and practices of governmental finance, budgeting and finance and the ability to independently determine the costs, financing alternatives and budgetary impact of significant alteration or additions to the Department's objectives and functions.
- Ability to lead and supervise the activities of subordinate personnel in the accomplishment of normal activities or special project assignments.
- Ability to establish and maintain effective working relationships with employees, County officials and the public.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in liberal arts, one of the Social Sciences, Public or Business Administration, Accounting, Finance, Economics or a related field; and three years of professional staff experience preferably in County Government.

Progressively responsible professional experience as described above can substitute on a year-for-year basis for the required degree.

APPROVED BY:

DATE