

## ADMINISTRATIVE SPECIALIST

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Classified  Unclassified

New  Revised

### **DEFINITION**

A responsible, confidential, and professional position responsible for coordinating and managing the administrative functions and daily office operations, as instructed and under the direction of the Division head or his/her designee. The position provides additional administrative support to the division's office staff and assistance with special projects to various heads of the Department.

Work is performed in accordance with established policies and good judgment is required in the application and execution of tasks.

Supervision is received from the Associate Director or his/her designee.

### **DUTIES (NOT ALL INCLUSIVE)**

- Assist with organizing and directing office operations efficiently and effectively to achieve the department's core goals and objectives.
- Review and assist with processing of invoices, grant awards and requisitions.
- Assist with monitoring and managing expenditures and applicable payment processes.
- Prepare and compile information for budget and reporting purposes.
- Handle issues of a confidential nature as requested by the Director or his/her designee.
- Assist with and provide support with completing special projects for the department.
- Monitor office process to ensure office meets requirements as outlined by local law.
- Ensure proper office records are maintained.
- Assist with coordinating and managing division meetings.
- Research and monitor applicable Virgin Islands Codes and legislations.
- Assist in the development and implementation of policies within the division; changes in procedures, practices, personnel assignments, and equipment as it relates to the functions of the office.
- Assist with various office administrative tasks.
- Prepare correspondences and applicable reports, as requested.
- Perform additional duties as assigned.

**FACTOR 1- KNOWLEDGE, ABILITIES AND SKILLS**

Possess a high-level of professionalism and confidentiality.

Possess high level of computer literacy and proficiency, especially in the latest Microsoft Office Suite: Word, Excel, Outlook and PowerPoint

Possess exceptionally efficient and effective oral and written communication skills with considerable experience and demonstrated ability to serve the public and others in a courteous and professional manner.

Ability to exercise efficient time management.

Ability to coordinate and handle multiple tasks, meeting established deadlines.

Exceptional customer service and interpersonal communication skills

Ability to analyze and evaluate data.

Ability to create spreadsheets, charts, graphs and presentations.

Ability to read and comprehend.

Ability to establish and maintain effective working relationship with all persons contacted, during the course of work.

Self-motivated, with the ability to work with minimal supervision.

**FACTOR 2 – SUPERVISORY CONTROLS**

Work is performed independently according to instruction and prescribed procedures. Under the general supervision of the Associate Director or his/her designee, work is reviewed through discussion for appropriate action.

**FACTOR 3 - GUIDELINES**

V.I. Codes, Acts, Policies, Regulations, Manuals specific to tracking and analysis of revenues.

**FACTOR 4 - COMPLEXITY**

Work requires comparing conditions observed or readily available data with requirements specified by regulations or established procedures or accepted accounting practices to research and analyze revenue.

**FACTOR 5 – SCOPE AND EFFECT**

The purpose of work is to analyze large economic data in order extract valuable information about the revenue within the territory.

**FACTOR 6 – PERSONAL CONTACTS**

Communicates with applicable stakeholders, community, agency heads, employees of own agency as well as various departments, via telephone, memos, and meetings, or direct contact.

**FACTOR 7 – PURPOSE OF CONTACTS**

To obtain and exchange information and to discuss issues that is pertinent to the Agency.

**FACTOR 8 – PHYSICAL DEMANDS**

Work is mostly sedentary.

**FACTOR 9 – WORK ENVIRONMENT**

Work is performed in an air-conditioned office setting.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree or Advanced Certification from an accredited institution in related administrative or clerical field, or a similar related field; and a minimum of three (3) years of experience in an office, including administrative work experience, or an equivalent combination of education and experience;

**Or**

Associates Degree or Certificate from an accredited institution in related administrative or clerical field; and a minimum of five (5) years of related administrative work experience or an equivalent combination of education and experience