

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Administrative Specialist II

Department: Varies
Pay Grade: 506
FLSA Status: Non-Exempt
Job Code: Z055

JOB SUMMARY

The purpose of this classification is to perform specialized administrative/clerical work in support of an assigned department or division, with an emphasis on the coordination of various administrative tasks between the department or unit and central administrative functions. Work also involves routine clerical and customer support functions for the department. Specific job functions will vary based on department.

ESSENTIAL JOB FUNCTIONS

- Provides administrative/clerical support for an assigned department/division; processes a variety of documentation within designated timeframes and per established procedures.
- Provides administrative/clerical support for department director and/or staff of assigned department; types, edits, or proofreads correspondence; assists with implementation of policies and procedures; monitors deadlines and status of department documentation; maintains meeting minutes.
- Maintains electronic calendar/schedule of activities for assigned department/division; schedules and confirms appointments, meetings, interviews, inspections, conferences, or other activities; updates calendar on a regular basis and notifies parties involved of changes.
- Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; responds to requests for service/assistance.
- Performs customer service functions in person, by telephone, email, or by mail; provides information or assistance regarding department/division services, activities, forms, procedures, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions/complaints, researches problems, and initiates problem resolution.

- Processes documentation pertaining to personnel/payroll functions; pulls electronic time sheets into payroll system, reviews for accuracy and researches discrepancies; processes personnel action forms and job vacancy postings to be sent to Human Resources; maintains employee rosters and related records; works with Human Resources to process new hire, termination, and promotion paperwork; serves as a liaison between Human Resources and the department/division.
- Processes documentation pertaining to purchasing and accounts payable; enters requisition information into the system; reviews invoices, purchase orders, or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; maintains files and records; serves as liaison between Purchasing and the department/division.
- Researches, compiles, and/or monitors administrative or statistical data pertaining to department operations; summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; scans documents into computer; verifies accuracy of entered data and makes corrections; develops databases and computerized reports.
- Processes documentation pertaining to budget or general financial management; assists with budget preparation and with monitoring of expenditures; prepares and balances bank deposits; coordinates internal accounting activities; maintains current balances for general ledger accounts.
- Monitors inventory of department forms, equipment, vehicles, uniforms, and supplies for assigned division; ensures availability of adequate materials to conduct work activities;
- Maintains file system of various files/records for the assigned area including electronic files; prepares files, organizes documentation, and files documents in designated order; conducts records maintenance activities in compliance with guidelines governing record retention.
- Distributes documentation between departments and/or staff members and internal/external individuals/agencies; distributes/delivers mail, or other documentation to appropriate personnel; copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.
- Prepares, proofreads, and/or completes various forms, reports, correspondence, lists, logs, notices, schedules, calendars, attendance records, payroll documents, check requests, purchase orders, bid documents, invoices, budget documents, revenue reports, contracts, statistical reports, incident/accident reports, work order requests, inventory records, agendas, permits, graphs, or other documents.
- Operates a personal computer, scanner, telephone, shredder, general office equipment, or other equipment as necessary to complete essential functions; uses Microsoft Office to produce letters, memos, spreadsheets, presentations and maintain databases; uses Microsoft Outlook for e-mail and meeting invites; maintains Outlook calendar; uses other computer programs as necessary; provides training/support for other system users; troubleshoots computer problems and performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner.
- Communicates with supervisor, employees, community service workers, volunteers, other departments, customers, the public, contractors, vendors, sales representatives, outside

agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

- Maintains confidentiality of departmental documentation and issues.
- Performs notarization of documents as needed.
- Performs other related duties as required.

ADDITIONAL JOB DUTIES SPECIFIC TO A DEPARTMENT

Community Development

- Processes and issues yard sale sign, photo, and temporary sign permits.
- For Planning and Zoning:
 - Intake and process zoning applications.
 - Creates legal advertising for zoning applications going to Public Hearing and Mayor and Council including newspaper ads, large signs, postcard notices to abutting neighbors, and website notifications .
 - Maintains and updates the Planning and Zoning public notices on the Roswell.gov website weekly.
 - Creates and publishes agendas for Planning and Zoning boards and commissions as well as legal meetings.
 - Prints and collates all Planning and Zoning packet items for Mayor and Council meeting packets.
 - Attends nighttime public hearings for Planning and Zoning board and commission meetings. Sets up Council Chambers for all the board members, including providing packets, nameplates, minutes and agendas as well as assists planners with set up to ensure all meeting materials are available as well as public comment cards, meeting agendas and voting sheets. Also sets up recording booth for the live stream audio of the meeting.
 - Transcribes meeting minutes as needed.

Police

- Performs local records checks for military and the general public.
- Applies records restrictions to cases in Records Management Software; queries various court and jail information databases; coordinates retention and destruction of records.
- Assists and disseminates records for requests from citizens.
- Processes vehicle releases; checks for hold on vehicle; determines if vehicle can be released and manages appropriate paperwork.
- Registers employees for training; handles travel arrangements and processes travel requests and subsequent expense reports; keeps track of credit for training; reserves in-house space for internal and outside training; and submits internal class information to the state accreditation organization.

Recreation & Parks

- Oversees contracts for the City of Roswell Parks division, Historic Homes, Leita Thompson, Capital, Hotel Motel, Impact fees and Grant fund projects.
- Coordinates preparation of revenue and expenditure forecasts for current and five-year financial planning for Capital projects, Parks operating, Cemetery, Leita Thompson, and Historic Home Capital, Hotel Motel, Grants, and Impact fees.

- Assists and/or trains personnel in correct accounts receivable, p-card allocation, purchasing, methods and procedures.
- Assists with the registration process by providing support for online registration and handling in-person registration.
- Provides support and training on the department's payroll system to full and part-time staff.

Transportation

- Reviews issues submitted from citizens on the service request web portal for the department and routes issues to appropriate personnel.
- Processes and distributes work orders to the appropriate team supervisor and crew.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; supplemented by two (2) years of experience in office administration or customer service; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a Notary Public License.
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to accurately type 35 words per minute and have experience with Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret written and oral instructions; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.