

Kitsap 911 Class Specification

Title: Administrative Specialist

Reports to: Depending on assignment, reports to Executive Director or Finance Manager or Human Resources Manager

May Provide Direction to: N/A

General Statement: (CALEA 4.1.4a)

The Administrative Specialist researches, processes and assists with a variety of financial and/or human resources related issues. Depending on assignment, position is responsible to preparing and distributing Kitsap 911 Policy and Executive board minutes, agendas, and materials, preparing materials for Board review, including recommended personnel actions, management collective bargaining positions, strategy and requests for authority. Individuals in this class have access to confidential employee files, recruitment materials including confidential testing/assessment results, disciplinary documents and/or investigative reports, and grievance materials. Incumbents may also assist with a variety of budgetary or financial matters, including payroll, accounts payable or receivable, contract administration, and processing changes in wages or benefits. Incumbents may be required to attend and act as the primary note taker during collective bargaining negotiations, meetings, grievances, and disputes with the collective bargaining representative group (Kitsap 911 Employee Guild), as well as management strategy, debriefing, or informational meetings regarding these issues.

Examples of Duties:

These listings are not designed to list every duty or responsibility, but rather to illustrate the essential functions and responsibilities the job:

1. Process personnel transactions, such as new hire paperwork, benefits enrollment, and changes in status. Participate in new employee orientation.
2. Prepare, administer, proctor and analyze results of written and computerized recruitments testing or assessments. Coordinate all background investigation activities and processes for job candidates.
3. Maintain confidential employee files, including medical files. Track and maintain employee leave requests.
4. Attend and prepare minutes, agendas (including resolutions or other items requiring action), and schedule for executive and policy board meetings.
5. Respond on behalf of the Executive Director to inquiries, meeting requests, and/or requests for information.
6. Prepare and distribute requests for proposal and requests for quote for contracted services. Administer service contracts.
7. Answer and properly refer incoming calls on a multi-line telephone system.
8. Process employee payroll.
9. Review and process payments, invoices and vouchers, and update budgetary spreadsheets and other complex financial reports. Assist with budget preparation, management and monitoring expenditures.

10. Act as management's primary note taker and record keeper for confidential strategy or labor relations resolution meetings, including negotiations with collective bargaining representative group as well as grievance meetings. Prepare and distribute materials related to negotiations and/or grievance meetings, including preparing management responses.
11. Receive, maintain and fulfill customer requests for audio recordings and computer logs in accordance with applicable public disclosure laws. Use specialized computer software to retrieve incident reports and 911 call and radio traffic recordings.

Working Conditions/Physical Activities

Work is performed primarily in an office setting within a high security Emergency 911 Dispatch Center.

Positions require:

- Ability to sit for extended periods while working at a computer terminal.
- Prolonged repetitive motion at a computer keyboard
- Bending, stooping, reaching, grasping, and handling documents.
- Clear speech and hearing sufficient to communicate effectively and respond appropriately in person and on a telephone.
- Ability to report to scheduled work with regular and punctual attendance.
- Ability to prioritize work, multi-task, and juggle multiple assignments and tasks with accuracy and attention to detail.

Minimum Qualifications

Three years business administration support, or labor relations/human resources administration, depending on assignment.

Note: Depending on assignment, completion of one year of business related coursework from an accredited college or business school OR one year of college level coursework in human resources/labor relations administration may be substituted for one year of required experience

AND

Demonstrated proficiency with the most current version of Microsoft Office

Preferred Qualifications

- Experience with financial/payroll software such as BIAS.
- Demonstrated successful experience working in a confidential environment, processing labor relations, human resources, financial or executive level transactions and materials.
- Prior to employment candidates must successfully:
 - Pass a series of written and computer based pre-employment examinations
 - Pass a criminal background check including a national fingerprint check through law enforcement
 - Possess a valid Washington State Driver's License
 - Possess a ready and dependable means of transportation.

Administrative Specialist is:

- Classified as non-exempt under the Fair Labor Standards Act (FLSA), and is eligible for overtime.
- Not union represented. Terms and Conditions of Employment are governed by the Kitsap 911 Employee Handbook, and/or any specific employment contract provisions, if applicable.

Administrative Specialist may be hired as a Regular Employee, or an At Will Employee, or under a specific employment contract