



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: OFFICE SPECIALIST

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DIVISION: Administration  
DATE ADOPTED: February 14, 2001

CLASSIFICATION CODE: 3865

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#### **POSITION SUMMARY:**

Under general supervision, responsible for providing administrative and clerical support for one or more organizational units by personally performing the more difficult and responsible clerical functions and/or by performing oversight activities of a subordinate clerical staff.

#### **CLASSIFICATION CHARACTERISTICS:**

Positions in this classification are characterized by the nature and scope of the support work performed and/or ongoing work coordination and lead responsibilities with accountability for the work results of support staff. These positions may be assigned a functional or programmatic area of responsibility which requires technical knowledge and abilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages daily operations of a clerical group in conjunction with supervisor including establishing unit work priorities and deadlines, allocating and assigning work, and in resolving problems related to the day-to-day operations of the unit.
2. Coordinates daily office functions, such as public counter activities, typing, mail services, flow of correspondence, telephone coverage, filing, requisition of supplies, equipment maintenance and other clerical services.
3. Performs advanced level clerical work requiring independent judgment, accuracy, and speed.
4. Provides lead work direction, training and guidance to subordinates; assists with work unit staffing decisions and provides input to performance evaluations.
5. Develops uniform methods and procedures by which work is to be accomplished, monitors compliance with policies and established practices, and makes recommendations for needed areas of change.
6. Maintains calendar of department activities; schedules staff and ensures adequate coverage.
7. Reviews work results to ensure completeness, accuracy and timeliness.
8. Coordinates office activities with those of other District departments and personnel.
9. Keeps supervisor informed on the status of office operations and programs.
10. Oversees maintenance of department records and/or inventories.
11. Coordinates collections and preparation of operating and activities reports for guidance of management.
12. Coordinates, prioritizes and monitors administrative support projects through completion.
13. Oversees and provides personal computer functions such as scheduled and special reports, correspondence and database management.

14. Reviews, reconciles, and evaluates department program records, monthly ledgers, budgets, and financial reporting system reports.
15. Coordinates department programs, seminars, workshops, travel arrangements, special projects, and/or events.
16. Performs related job duties as assigned.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The duties of this position are generally performed under work conditions found in a typical indoor office environment. Travel to and work at out-of-office locations is sometimes required. The noise level of the work environment is usually moderate.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person and by telephone; the ability to see within normal parameters with close and distance vision; the ability to sit, stand, walk, bend and reach; use of hands and fingers to operate a computer keyboard and communicate through written means; strength to lift and/or move up to 15 pounds.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

#### ***Education/Experience:***

Educational achievement equivalent to graduation from high school supplemented by business and/or secretarial coursework and four years of progressively responsible clerical experience including some experience supervising clerical staff or some acceptable combination of education, experience and training likely to provide the required knowledge, skills and abilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- Department and District rules, regulations and procedures.
- Modern office practices, procedures and equipment.
- Business English, grammar, spelling and punctuation.
- The use of personal computers and related software applications.

#### **Ability to:**

- Use and quickly learn office support technology systems and software packages.
- Independently identify appropriate applications of a wide variety of written policies and procedures.
- Reschedule and distribute work assignments based on shifting priorities.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Work under pressure with frequent interruptions and meet deadlines.
- Clearly explain a wide variety of procedural and policy applications to the public and other employees.
- Project needs for office equipment and supplies.

- Troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Gather data, compile information, and compose and prepare correspondence and reports.
- Ability to plan, direct and coordinate a variety of technical, clerical and support activities.
- Establish and maintain efficient office work flow and administrative processes.
- Ability to communicate effectively, orally and in writing.
- Establish and maintain cooperative working relationships.
- Read and write at a level appropriate to the duties of the position.
- Type at a level necessary for successful job performance.

**LICENSES AND CERTIFICATIONS:**

A California Driver's License and a satisfactory driving record.