

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Administrative Specialist</b>	<b>Class Code:</b>	<b>32405</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>G</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>10/01/08</b>
<b>FLSA Status:</b>	<b>Non Exempt</b>	<b>Revised</b>	<b>01/01/09</b>

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**Position Purpose:**

Performs entry-level administrative support or technical program assistance in disseminating information for a variety of functions to include maintaining filing systems, and performing internal administrative support work accounting, contract development, and accounts payable/receivable. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**Essential Functions**

1. Prepares, interprets, and disseminates information concerning departmental programs and procedures.
2. Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.
3. Participates in the planning and execution of a department program.
4. Develops, coordinates, and maintains record keeping and filing systems.
5. Responds to inquiries regarding rules, regulations, policies, and procedures.
6. Coordinates meetings, conferences, and seminars for department or division.
7. Assists in the development of administrative or technical policies and procedures for program, unit or division.
8. May coordinate work between units of the department.
9. May assist in compiling and analyzing data, making calculations, and preparing reports.
10. May assist in the preparation of presentations for administrative hearings.
11. May research, compose, design, or edit publications such as brochures, forms, and manuals.
12. May assist in the development of training materials.
13. May train or supervise the work of others.
14. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work**

Knowledge of office practices and administrative procedures.

Knowledge of customer service techniques to resolve problems and issues.

Skill in standard office equipment and software.

Ability to implement administrative procedures and to evaluate their effectiveness.

Ability to interpret rules, regulations, policies, and procedures.

Ability to coordinate, lead and train others.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

**Working Conditions:**

Work performed under normal office conditions.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

