

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Class Code: 000152  
Grade 18  
FLSA: N**

**ADMINISTRATIVE SPECIALIST I**

**DEFINITION OF SERIES:**

The Administrative Specialist Series covers positions that perform professional staff support work in two or more functional areas – such as personnel management, contract and grant management, finance and budget management or similar activity – for a work unit within the County Government or entities such as an elected/appointed board, commission or committee. The employee functions as a generalist who is not expected to perform the work associated with training a specific field but may perform ancillary assignments.

**DISTINGUISHING CHARACTERISTICS:**

The Administrative Specialist I is the entry-level class for the Administrative Specialist Series and is distinguished from the next higher level by the limited range of administrative support activities performed by the employee. The role is different from the Office Services Coordinator because fewer general office or administrative tasks are performed. The employee assigned to an Administrative Specialist I position has knowledge of administrative support activities but does not perform work associated with journey-level professional assignments. Often, the employee will work under the guidance of a more experienced professional staff person and will perform some activities that are part of a larger program/project. The purpose of the assignments is developing professional skills to perform a full range of professional administrative support activities.

**MAJOR DUTIES:**

Positions in this class are characterized by knowledge or skills particular to an area of specialization, process, or program. Work requires specialized knowledge in the processing and application of information, documents and/or materials. The majority of time is allocated to tasks that involve several steps and require the selection of the most appropriate action within procedural and operational guidelines. The range of duties includes, but is not limited to, verifying data, report writing, summarizing and reconciling information or financial data, records management, claims review and processing, data collection and analysis, research, inventory, personnel administration and fund collection or expenditures.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Performs a variety of administrative support functions (e.g., planning agendas, gathering materials, taking notes and processing necessary paperwork) for an elected/appointed Board, Commission or Committee body.
- Organizes and maintains personnel, financial, statistical, purchasing and other agency records.
- Serves as staff liaison with employees in the County Government, other government agencies, private groups and community organizations.
- Compiles information to be included for the annual budget submission.
- Conducts research, compiles and analysis of data, and prepares reports of limited sphere.

- Reviews and drafts replies to correspondence.
- Receives, investigates, and resolves or refers complaints and inquiries from employees or the public.
- Establishes work priorities and coordinates them to meet deadlines and ensure an efficient workflow throughout the agency.
- Provides orientation and assistance to new employees in the office to acquaint them with established practices and procedures.
- Reviews contracts to ensure they are written correctly and monitor contract work to ensure that terms are met, to recommend payments be made, and to renew so that service is not interrupted.
- Act as agency liaison with the Office of Human Resources concerning various personnel issues.
- Performs related duties as required.

**SUPERVISORY CONTROLS:**

The work is performed under limited supervision where the work assignments are subject to established procedures, practices, precedents, methods, techniques, and well-defined policies. The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists employee in addressing new, and unusual situations in which the employee has no or limited experience. As the employee gains experience, he/she exercises greater control over how the work is performed, and proceeds on his/her own to plan daily and ongoing work efforts including, independently arranging the sequence of work; obtaining materials or supplies, data or information; and selecting appropriate methods and procedures and varying these as necessary to treat different situations. Most problems and deviations in the work assignments are addressed in accordance with instructions, policies, or previous training. Unusual and non-standard matters which do not have clear precedent are referred to the supervisor. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and other requirements.

**SUPERVISION EXERCISED:** Employees in this classification do not supervise other positions.

**GUIDELINES:**

Specific guidelines are available in the form of County policy such as the Personnel Regulations, Collective Bargaining Agreements, procurement regulations, budget and finance guidelines, administrative procedures and department/agency operating procedures, as well as federal/state regulations and laws. The employee uses ingenuity and resourcefulness to interpret and apply guidelines to work situations and may recommend new methods of accomplishing work objectives. When situations arise where existing guidelines cannot be clearly applied or the employee encounters unusual or difficult circumstances or obstacles, the supervisor provides guidance.

**COMPLEXITY:**

The work consists of duties involving a variety of processes and methods. The employee identifies and analyses a variety of situations, many times of a sensitive/confidential nature, and determine appropriate action to be taken or recommend be taken. This analysis includes: (1) assembling and categorizing facts or information; (2) examining the facts or information to ascertain their significance or meaning; and (3) determining what action to take. Work is made complex by the variety and types of assignments.

**SCOPE AND EFFECT:**

An employee in this class provides a range of administrative support functions to facilitate the effective and efficient operation of the organization to which assigned. The employee analyzes a variety of conventional issues and situations and problems in conformance with established criteria (e.g., department guidelines, best practices, etc.). The purpose of the work is to ensure the proper operation of the various systems used by the employee to support program activities of the unit. Completed work has an impact on individuals who provide and utilize the services of that department, agency, board, commission or committee.

**CONTACTS:**

Contacts are primarily with employees, supervisors, managers, and organizations within and outside the department/agency to which an employee is assigned. These interactions are generally of a cooperative nature with parties working toward mutual goals. The purpose of the contacts is to gather and provide information, resolve administrative problems, address issues associated with the operations of the work unit, and agree on courses of action. The employee provides subject matter expertise, advice, and recommendations in support of unit activities.

**PUBLIC SERVICE /ASSISTANCE:**

Assistance to the public is incidental to the primary purpose of the job and the employee rarely interacts with the individuals outside of the County government.

**HAZARDS:**

The work is primarily sedentary, performed in a typical office setting, and presents no significant hazards. No special measures are taken to control environmental conditions.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a Bachelor's Degree

**Experience:** One (1) year of professional administrative experience related to the needs of the department/agency to which the position is assigned (e.g., budget preparation, purchasing, equipment and material control, work project control, personnel administration, research and development or other related areas).

**Substitutions:**

1. EDUCATION for EXPERIENCE: Additional education will substitute for the required experience on a year-for-year basis.
2. EXPERIENCE for EDUCATION: Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for year basis.

**Licenses, Registrations, Certifications, or Special Requirements:** None.

**Knowledge Skills, and Abilities:****Basic Knowledge of:**

- General office practices and procedures.
- Computer operations and relational database structures and files management and spreadsheet applications.
- The methods, principles and techniques associated with Internet research methods, data collection and report writing.
- Contract development, administration, and monitoring.

***Skill in:***

- Communicating orally and in writing to exchange and/or present information.
- The use of information technology tools, e.g., MS Word, Microsoft Excel, Oracle, etc.
- Researching, compiling data and preparing technical reports, recommendations, correspondence, and presentations.
- The use of personal computers and applications to collect and analyze data or keep records.
- Creating reports, spreadsheets, graphs, charts, maps, and tables.
- Critical thinking

***Ability to:***

- Establish and maintain effective working relationships with representatives of various government and private organizations and the public.
- Acquire knowledge of County Government procedures and the relationships between various County agencies, and County regulations and procedures applicable to the assigned duties of the position.
- Work independently on multiple and varied administrative tasks.
- Perform mathematical computations, financial reconciliations, record keeping, and accounting duties, as required by the assigned position.
- Work under time sensitive demands.

**Work Environment:**

The work is primarily performed in an office environment and involves normal, everyday discomforts. The work environment is adequately lighted, heated/cooled and ventilated and does not require that the employee take special measures to control environmental conditions.

**Physical Demands:**

The work requires ordinary physical effort including: sitting using microcomputer equipment, walking, standing, bending, and reaching for or carrying light items associated with working in an office environment. Work does not result in noticeable fatigue.

**BARGAINING STATUS:** Positions assigned to this class are normally unrepresented.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve months and, if promoted to a position in this class, will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Note:** Medical protocol may vary according to assignment as follows:

- 1) Positions assigned to Board of Elections and classified as Administrative Specialist I require a Limited Core Exam and Drug/Alcohol Screen.

- 2) Positions assigned to Fire and Rescue require Medical History Review with Drug/Alcohol Screen.

**PROMOTION POTENTIAL:**

This is the entry level of the Administrative Specialist series. At the discretion of the appointing authority, employees assigned to positions in this classification may be non-competitively promoted to the next higher level of the series. Appointment to Administrative Specialist II requires that the employee perform the full range of duties of that class and meet the minimum qualification standards for the Administrative Specialist II.

**CLASS SPECIFICATION HISTORY:**

- Class Established:** February 1966
- Revised:** January 1970
- September 1974
- May 1977
- January 1988
- July 1989
- September 1990
- Classification Study:** September 1995(M)
- October 2007
- August 2013
- September 2014
- Revised (format):** October 2018
- Revised (FLSA Exemption):** August 2021
- Revised (Medical Protocol):** February 2022