**A sample Position Description for an**

**Administrative Office Specialist III**

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| **Essential Job Functions (in order of importance) (Each box is limited to 1325 characters.)** |
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| **\*****Percent of time** | **\*****Essential functions** | **\*****Measure** |
| 45 | Provides leadership - supervision, performance evaluation, guidance and encouragement to the department's Office Services Assistant. | - The Office Services Assistant reports that his or her objectives and duties are clear, well-communicated and relate to the goals and objectives of the department.-The Office Services Assistant receives frequent, constructive feedback including interim evaluations as appropriate.-The Office Services Assistant has the necessary knowledge, skills and abilities to accomplish goals and objectives.-Requirements of performance planning and evaluation are met and evaluations are completed by established deadlines with proper documentation.-Performance issues are addressed and documented as they occur.-The Administrative assistant is often observed providing encouragement and support to the Office Services Assistant.-Departmental stakeholders report that the Office Services Assistant provides excellent customer service to internal and external customers. |
| 15 | Serves as administrative assistant to the English Department. This includes managing the AUH's schedule and appointments, screening and responding to calls as appropriate, performing such tasks as writing correspondence and managing data, making travel arrangements, serving as building coordinator and serving as liaison between the AUH and members of the faculty, staff and administration. | -The AUH’s schedule is always well-organized and clear.-Correspondence is accomplished quickly and without grammatical or stylistic errors.-Members of the faculty and staff report that the Administrative assistant is well-organized, professional and courteous.-Facility repairs are coordinated on a timely basis.-Security is well-managed: Appropriate office/lab doors are locked at the end of the workday. |
| 15 | Serves as departmental student liaison. This includes greeting and meeting with English majors, assisting in the coordination of their meetings with advisors and other faculty members and managing the departmental data on its majors. The Administrative assistant is an important link in providing information to English majors and potential majors. | -Students consistently report that the Administrative assistant is courteous and helpful.-Files and data on majors is consistently kept up to date and accurate.-Students are regularly notified well in advance of important deadlines. |
| 15 | Coordinates departmental budget by:Processing complex paperwork for budget records.Monitoring and reconciling monthly statements with department records.Making projections and providing future expense analysis.Supervises incoming lab and other fees. | -The departmental budget is consistently up-to-date and reconciled.-Expenses and incoming lab fees are closely monitored without significant lag time between the expense or receipt and recording in the budget spreadsheet.-Budget-related paperwork is consistently accurate.-Projections are accurate and reflect current needs. |
| 10 | Prepares faculty planning forms and coordinates the data entry with the Office Services Assistant. Maintains the department's course banking system for faculty. | -Faculty planning forms are kept up to date.-Appropriate semester deadlines are met consistently.-The course banking system is an accurate reflection of load. |

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