

CLASSIFICATION ADDENDUM

Job Title: Admin Specialist - Annexation

Classification Specification: Management Support Specialist

Barg Unit: OPE

Pay Grade: B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Administrative Specialist-Annexation performs complex, specialized administrative support activities in support of the DSD department, the Planning Commission, and/or program operations. Provides staff support and serves as liaison and resource to the Planning Commission, staff, committees, agencies/groups and the public, within the scope of the position; may serve as the department's primary representative for the annexation program including participating in the development of annexation program, sub-program, and processes, serves as liaison on annexation issues; carries out public notification procedures; coordinates and tracks boundary change activities; assists with budget preparation and administration; reviews legislative and other changes for impact; schedules meetings; prepares agendas; records minutes; may provide lead to assigned staff; performs various administrative/management support activities. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of business or office management that includes sufficient responsible administrative support or secretarial experience, with direct support to one or more managers.

Licensing Requirements:

- N/A

Knowledge:

- Public meeting policies and procedures;
- State land-use rules and regulations.

Skills: *(Demonstrated skill in performing the following)*

- Performing difficult administrative, secretarial, clerical work involving independent judgment and requiring accuracy and speed;
- Working independently;
- Developing and maintaining office organization;
- Coordinating, facilitating and participating in meeting with staff, local and state representatives.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis
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Addendum History

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