Position Title: Administrative Specialist II  
Date: March 17, 2003

Reports to: WSU Extension Department Head  
Department: Cooperative Extension

FLSA Status: Nonexempt  
Positions Supervised:

**BASIC FUNCTION:** Coordinates WSU/SJC Extension Office Functions and provides primary administrative support to Cooperative Extension and Noxious Weed Department heads, staff and programs. Provides computer support that includes regular basic maintenance of computer network, information management and upgrades. Purchases and maintains supply and equipment inventory. Serves as reception for the Extension and Noxious Weed Offices. Processes all bills and payroll for both departments, prepares transmittals for deposits and transfers. Develops and prepares accounting spreadsheet materials as directed for budget analysis. Position includes routine clerical work such as filing and preparation of correspondence. Trains new staff on use of all office equipment including computers. Directly and/or indirectly serving the needs of 7,000-14,000 public contacts per year. Provides administrative support for department head. Work is performed independently under the general direction of the department head.

**MINIMUM QUALIFICATIONS:** Requires High School Diploma, and four years of general office work experience including two years experience in office management. Requires computer proficiency in word processing and database software programs, spreadsheet helpful. Experience in developing and maintaining computer files and storage, aptitude for troubleshooting and learning non-standard computer programs, experience developing special program forms and public information materials helpful. Ability to multi-task and manage priorities, excellent organizational skills, and ability to communicate clearly orally and in writing.

**PRINCIPAL DUTIES** - Asterisk designates essential function:

*1. Primary administrative reception, provides information to the public by phone, correspondence or in person. Educates and assists inquirers or directs them to the appropriate staff, department or agency. Provides detailed information on Extension programs. Meets and works with the public by phone or in person in a pleasant professional and courteous manner despite occasional stressful or difficult situations. Establishes and maintains effective working relationships with other employees. Keeps current overview of all programs, events and activities of the department.

*2. Prepares correspondence, public notices, flyers and newspaper ads as needed to inform the public of new programs or special events. Responsible for incoming and outgoing mail. Types letters, documents and forms for staff and department head as needed and provides proof reading and editorial support for all outgoing correspondence, ads, flyers or newsletters. Assembles and mails resource materials and invoices to clients.
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*3. Assists in troubleshooting of computer problems for staff computers and performs regular basic maintenance for software systems and upgrades. Development and maintenance of comprehensive database resources and reference files. Information resource management including bulletin files, lending library and video library.

*4. Receives, codes, and processes all department bills (generated by Extension and Noxious Weed programs) including corresponding with vendors and staff as necessary to assure proper payment and budget line and grant number coding and submits to Auditor’s Office for payment. Works with Auditor’s Office staff and vendors to make adjustments and resolve questions or issues related to the bills.

*5. Provides administrative support for department head. Assists department head in budget and revenue analysis and tracking by developing spreadsheet materials.

*6. Processes all staff payroll, collects weekly time sheets, verifies hours worked and leaves taken for department head’s signature, and submits to Auditor’s Office.

*7. Handles all resource materials sales transactions and maintains petty cash fund. Receives and processes deposit transmittals for Bulletin sales and event receipts. Verifies totals and distribution of revenues to the proper codes, prepares transmittal and submits to Treasurer.

*8. Assists in orientation of Volunteers to office procedures, use of office equipment and information systems. Provides training to staff and volunteers on use of sophisticated office equipment including satellite equipment and teleconferencing technology. Assists in recruitment and conducts training of volunteers for the Food Safety Advisors program. Assists in recruitment of staff positions at discretion of the department head.

*9. Maintains scheduling of conference room for various agencies and groups in the county. Sets up teleconferences and other meetings.

*10. Orders all office supplies, resource materials and office equipment. Responsible for coordinating repairs and maintenance of office machinery and equipment and maintaining inventory records on all equipment.

*11. Participates in professional development training (1-2 times per year) to acquire new skills that are necessary for the job.

*12. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication as well as give written and oral instruction. Requires multi-tasking by concurrently addressing internal (department head and staff) and external (the public) needs.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>5</td>
<td>x</td>
</tr>
<tr>
<td>Postage Machine</td>
<td>.25</td>
<td>x</td>
</tr>
<tr>
<td>Typewriter</td>
<td>.25</td>
<td>x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Calculator</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Satellite &amp; Recording Equipment</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Teleconference Equipment</td>
<td>1.5</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office situation. Occasionally requires driving.