

MANAGEMENT SPECIALIST

CODES/PAY RANGE

Class Code: 1005 EEO Code: E FLSA: NE Pay Range: 118

MAJOR FUNCTION

Advanced, para-professional work providing specialized administrative or technical services to a division or activity. Job varies depending upon area of assignment.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Responsible for the daily operation of a special program or division operation without direct supervision. Coordinates administrative functions associated with the assigned program. Develops, produces and analyzes reports and data for division director. Completes necessary correspondence related to the program.

Monitors program for compliance with management goals and objectives. Analyzes data, systems, and policies to maintain program effectiveness and efficiency. Troubleshoots problems. May train personnel. Develops forms, procedures and systems. Regularly keeps management informed on status of program.

Completes special studies and reports.

May function as a division specialist in a technical area of expertise. Performs duties and assignments associated with technical specialty. May be required to operate specialized equipment.

May supervise subordinate personnel.

Coordinates operation of program with other divisions, agencies, and services.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of procedures, theories and practices applicable to field of expertise.

Ability to exercise judgement and discretion in applying and interpreting policies and procedures. Ability to establish and maintain effective working relationships with other employees, clients,

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and the general public. Ability to carry out oral and written instructions. Ability to coordinate the work of staff assigned to program.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of GED, and four (4) years of progressively responsible experience in administrative or technical support.

A comparable amount of education, training and experience may be substituted for the minimum qualifications if the following conditions are met:

- the comparable experience, training and/or education has a direct relationship to the duties of the position being advertised; and
- qualifying comparables are provided by the appointing authority prior to the position's advertisement and/or request for an eligibility list.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and scientific manuals, journals, documents associated with program area; reports, safety instructions, memos, letters; may be required to read and comprehend legal documents and financial reports. Ability to perform basic mathematical functions. Ability to write letters, procedures, memos, reports relaying information, ideas, data, and detail. Ability to speak clearly and concisely relaying information to laymen. Ability to analyze data and develop conclusions.

Physical Demands: Sedentary work. Ability to talk; finger dexterity.

Environmental Demands: Inside work.

Revised 5/97
Replaces 10/94