

## ADMINISTRATIVE SERVICES SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** An Administrative Services Specialist is responsible for generating, monitoring, and analyzing financial reports and documents and/or performing purchasing functions for a division (*by assignment*). Depending on assignment, duties may include, but are not limited to: reconciling revenues and preparing reports for distribution; monitoring division or section expenditures, capital, and other purchases to ensure conformance with department guidelines and budget; assisting in the preparation of annual budgets and forecasts, monitoring and revising the budget(s), and preparing statistical analysis information; assigning and processing work order numbers as they relate to capital purchases, program implementation, and function numbers; monitoring and processing work orders, and providing information for analysis; tracking hours worked by non-regular, part-time staff to determine eligibility for merit increases and/or benefit qualification; monitoring grants, tracking grant requests, and preparing progress reports; preparing and tracking requests for funding; developing Administrative Regulations and procedures for financial and accounting operations and training staff; and coordinating the installation of new computer equipment with the Department of Innovation and Technology (DoIT). In addition, this class may supervise (*by assignment*).

**DoIT purchasing assignment** duties include, but are not limited to: writing, placing, monitoring, and tracking all DoIT orders for hardware, software, peripherals, services, licenses, and office supplies; preparing, submitting, and approving purchase orders, Blanket Purchase Orders (BPOs), Limited Purchase Orders (LPOs), procurement cards, and Trust Fund forms; reviewing and verifying orders to verify they adhere and comply with City, state, federal, and DoIT purchasing policies; writing, obtaining, reviewing, and tracking catalog order forms, requests for bids, and quotes; assisting in drafting specifications; reviewing, requesting, comparing, recommending, and awarding bids; checking City cost accounting program to verify that department/division accounting is correct; and assisting City departments with budget requests and compatibility issues for hardware and software. Depending on assignment, this class may also supervise clerical and/or paraprofessional staff, coordinate temporary and contract labor, and make presentations. This class performs related duties as required.

**Distinguishing Features:** This class is supervised by an Administrative Supervisor who reviews work through conferences, reports, and results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** High School Diploma or GED. Considerable (3 - 5 years) experience in accounting, bookkeeping, financial/budget reporting, purchasing, or related field. Some (6 months - 1 year) personal computer (PC) software applications (example: word processing, spreadsheet, data manager) experience.

**Special Requirements.** For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa (*DoIT assignment*).

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** College-level coursework in accounting, business management, or a related field is highly desirable. Graduation from an accredited college or university with an Associate's Degree in Purchasing or related field is preferred for the DoIT assignment.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, and management to explain and interpret accounting practices and policies, and answer budget and funding questions by staff and management. Instructs and/or trains staff regarding accounting procedures, such as: cash handling, bank deposits, daily time sheets, and how to complete spreadsheets and other reports for regular reporting or for budgeting purposes. Prepares written documents such as: Administrative Regulations, accounting procedures, and research reports in order to educate and train staff, and to make recommendations to administrators and division management.

**Manual/Physical:** Attends meetings and/or seminars, training, etc. Enters data or information into a PC or other keyboard device (example: adding machine/calculator), and operates standard office equipment (example: printers, copiers, etc.) to perform statistical analysis, prepare documents, reports, spreadsheets for budgeting, and review and check the accuracy of budget requests, invoices, purchase requests, etc. Prepares and/or updates schedules, graphs, or similar charts in order to prepare reports and spreadsheets.

**Mental:** Supervises and evaluates the work of subordinate personnel (*by assignment*). Prioritizes and assigns work to personnel and/or prioritizes own work. Resolves procedural and other work-related problems (example: accountability problems discovered by audits, etc.) by researching, discussing with affected staff, and preparing procedures for accounting functions. Coordinates financial or personnel-related work activities with appropriate City departments. Develops division or section financial/accounting policies and procedures. Conducts research and analyzes data to prepare reports or to answer questions from management. Performs mathematical calculations, statistical computations, and financial and/or cost analysis. Prepares, or assists in preparing, the forms and documents used in budget preparation, entering and verifying data, and assisting in the preparation of the overall budget. Comprehends and makes inferences from written material (example: budget book, financial reports, written instructions/procedures, etc.) to create spreadsheets and statistical reports, and to prepare reports, documents, budgets, etc., according to procedures. Learns job-related material regarding new computer software, accounting practices and procedures, and business management. Instructs and trains employees regarding City and department purchasing policies and procedures. Explains purchasing policies and procedures clearly and concisely. Prepares written documents such as purchase orders, LPOs, BPOs, Request for Bids, quotes, reports, and purchasing policies and procedures, etc., using clearly organized thoughts and proper sentence structure, punctuation, grammar, in order to justify purchases, obtain quotes, document processes, and communicate with vendors and other City employees.

### ***DoIT Purchasing Assignment:***

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures and federal, state, local, City and department purchasing procedures and guidelines. Monitors pending purchases, warranties, and other purchasing or budget-related issues using a variety of

recordkeeping systems. Operates a variety of standard office equipment (example: copiers, scanners, fax machines, and calculators) to process and document purchases, payments, and budget issues. Reviews DoIT purchasing or budget documents for completeness, mathematical accuracy, and compliance with established contract terms and policies and procedures. Prepares and/or updates charts/databases in order to track BPOs, LPOs, purchase orders, payments, and remaining funds. Generates monthly journal vouchers to adjust expenditures appropriately. Ensures all work is done in alignment with City and DoIT long-term strategies.

**Mental:** Plans, organizes, and manages the purchasing activities for DoIT. Prioritizes own work. Evaluates purchases and proposed purchases, involving the interpretation and application of established policies and procedures. Develops and updates Financial Acquisition Services Team (FAST) policies/procedures and short- and long-term objectives. Performs arithmetic calculations, such as applying discounts, markups, and varying tax rates. Balances and reconciles requests and expenditures against DoIT and City measurements. Comprehends and makes inferences from written materials such as Request for Bids, quotes, and purchase orders to determine validity and appropriateness for purchases. Comprehends and makes inferences from written materials to determine validity and appropriateness for budget submissions. Analyzes data to make purchasing or budget recommendations to management and staff. Evaluates requests for new work orders or work order changes to establish appropriate characteristics and accurately expedite requests. Learns job-related material through on-the-job training and in classroom settings to keep abreast of DoIT changes/updates, computer programs, and changes in policies and procedures. Develops and updates purchasing procedures and forms. Must actively participate in a team environment with rotating duties in meeting facilitation.

**Knowledge and Abilities: (by assignment)**

Knowledge of:

generally accepted techniques for compiling, verifying, and analyzing accounting data;  
the general principles and practices of bookkeeping and accounts maintenance;  
fundamentals of generally accepted accounting principles and practices;  
general automated accounting system procedures;  
the methods, policies, and procedures involved in purchasing a variety of materials, supplies, equipment, and services related to DoIT;  
the various types and compatibility of DoIT equipment available to be purchased;  
the sources of supply, current market conditions, price trends, and new product development methods and sources; and  
the principles and practices of municipal finance, budgeting, and accounting.

Ability to:

interpret operating procedures/guidelines to resolve unusual work problems and explain them to others;  
maintain journals, registers, and control reports relating to the expenditure system;  
work under and meet short deadlines;  
accurately enter purchasing and/or budget data into a variety of databases, spreadsheets, or other computer programs;  
research and resolve purchasing, expenditure, or budget discrepancies;  
develop and maintain expenditure tracking spreadsheets/databases;  
establish and maintain effective working relationships;

exercise initiative in the performance of assigned duties;  
purchase a variety of materials, supplies, equipment, and services;  
prepare bids, technical specifications, and contractual agreements;  
conduct research and apply independent judgment and technical knowledge to analyzing bids, make awards, evaluate merchandise and/or service quality, and compare specifications and prices of competitive items;  
operate a variety of standard office equipment including a PC, calculator, copier, and facsimile machine;  
explain purchasing policies and procedures clearly and concisely to employees, vendors, and the public;  
use a PC to prepare a variety of reports and perform related assignments;  
communicate effectively, both verbally and in writing;  
make mathematical computations;  
establish and maintain a variety of complex manual and automated files; and  
establish and maintain effective working relationships with management, coworkers, requisitioning officials, suppliers, contractors, salespersons, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/21

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INCREMENTS 53-200

PAY GRADE: 45

IND-8810

SWORN-No