

JOB DESCRIPTION

JOB TITLE:	ADMINISTRATIVE SPECIALIST
DEPARTMENT:	SAINT CLOUD AREA PLANNING ORGANIZATION
SUPERVISOR:	EXECUTIVE DIRECTOR
FLSA STATUS:	PART-TIME; NON-EXEMPT
PREPARED:	DECEMBER 2, 2022

SUMMARY

The Saint Cloud Area Planning Organization (APO) is seeking the ideal candidate to be their Administrative Specialist. This position performs a variety of office support duties (including some higher-level duties) in support of all other staff members within the organization. Duties range from general clerical support to specialized support based on knowledge of and experience with the planning processes and procedures of the APO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not necessarily limited to, the following.

1. Screens office and telephone callers and directs callers to other staff members as appropriate
2. Receives, opens, and screens mail and disseminates appropriately
3. Types and proofreads a variety of reports, letters, memoranda and statistical charts; develops finished documents from a rough draft or verbal directions; reviews materials for completeness, accuracy, format, and compliance with APO policies and procedures; initiates or drafts non-technical (but sometimes complex) correspondence for signature
4. Attends a variety of meetings; prepares and compiles agenda packets; takes and transcribes meeting minutes; disseminates information as appropriate
5. Researches and compiles information from sources both within and outside of the APO; summarizes the information as appropriate
6. Establishes and maintains a filing system, databases, and records; organizes and maintains various administrative files; reviews and purges files as necessary and in accordance with established State and Federal regulations; prepares various documents for filing and indexing
7. Responds to and resolves requests for information related to the APO
8. Maintains a calendar of activities, meetings, and various events for the APO; makes arrangements and/or reservations for meetings; schedules meetings according to established policies; brings scheduling conflicts to the attention of the appropriate APO staff member(s); ensures meeting spaces are accessible and comply with the Americans with Disability Act of 1990
9. Operates a variety of office equipment including copiers, printers, computers, and projectors; retrieves data and text; organizes and maintains electronic filing and storage of documents

10. Relieves the Executive Director and other APO staff members of certain administrative matters; follows up on assignments; assists in the implementation and management of selected activities
11. Works with staff members to complete certain forms related to human resources, such as insurance applications, W-4s, pension forms, etc.; is privy to certain sensitive and/or private information such as home addresses, telephone numbers, social security numbers, and personal email addresses; maintains the personal privacy of APO staff members
12. Prepares APO invoices and disseminates to members; receives payments and prepares deposits; tracks payments to ensure complete payments are received; deposits payments into the APO bank account
13. Receives invoices from outside contractors; obtains Executive Director approval to pay invoices; scans and uploads approved invoices to the secured accounting sharefile website; coordinates with the APO accountant to retrieve, provide, or develop required financial information
14. Creates timesheet templates for all staff members based on the approved budget; receives completed timesheets and reimbursement forms from all employees, scans, and uploads completed timesheets and reimbursement requests to the secured accounting sharefile website; prepares monthly summary of work activities of each employee; tracks the use of certain benefits by individual staff members
15. Solicits and compiles quotes for professional services as directed
16. Tracks the inventory of office supplies and purchases additional supplies as needed
17. Develops and maintains procedures for improving clerical work flow through the office
18. Other related duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the combination of knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable persons with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

A high-school diploma or graduation equivalency diploma

Knowledge of:

- Modern office practices, procedures, and methods, including filing and the operation of standard office equipment
- Correct English grammar, spelling, and punctuation
- Proper customer service principles

Ability to:

- Use standard PC software and hardware

- Work under firm deadlines, completing work accurately despite frequent interruptions
- Maintain confidentiality of information
- Ability to type at least 35 words per minute

LANGUAGE SKILLS

Must be able to read, write, hear, and speak English sufficiently to understand and carry out complex oral and written instructions; must be able to communicate effectively orally and in writing.

Ability to read, analyze, and interpret common financial reports, and legal documents. Ability to respond to common inquiries or complaints from APO member agencies, citizens, regulatory agencies, or members of the business community. Ability to write reports and documents that conform to prescribed style and format. Ability to effectively present information to public groups, the APO Board, and advisory committees.

MATHEMATICAL SKILLS

Ability to use basic business mathematics and calculate figures and amounts such as proportions, percentages, and area.

REASONING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables. Must possess sound problem solving skills. Must be capable of reasonable judgment and possess sound reasoning skills due to the independent nature of a considerable amount of work involved.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of internet browsers; Microsoft Excel; Microsoft Word, Microsoft Outlook, and Microsoft PowerPoint. Must have the ability to learn proper techniques and use of office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit for prolonged periods of time. The employee is regularly required to talk or hear. Must have a range of hearing, with or without correction, to be able to hear and respond to telephone communications. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop or kneel. Hand-eye coordination is required to operate office equipment and computer software. The employee must occasionally lift and/or move up to 25 pounds. Specific

vision abilities required by this job include close vision and ability to adjust focus. Must have vision, with or without correction that will afford the ability to adjust focus in order to operate computer software.

IDEAL QUALIFICATIONS

What follows is a summary of the skills, knowledge, and experience of an ideal candidate for this position. While the Minimum Skills shown above represent the basic necessary skills to perform the job, the list below represents optional skills above and beyond the minimum that will help the candidate perform exceptionally well in the position.

EDUCATION AND EXPERIENCE

Associate's degree or equivalent from an accredited college or university in business or secretarial sciences or related field.

- Two or more years of experience of developing detailed meeting minutes (See <https://stcloudapo.org/boards-committees/policy-board/> for examples of current practices)
- Experience in general bookkeeping, requesting quotes, making best-value purchasing decisions, and monitoring contract compliance
- Experience posting to and maintaining professional social media accounts and updating a Wordpress website
- General knowledge of the transportation planning process, especially at a metropolitan planning organization

LANGUAGE SKILLS

Ability to write or speak Spanish or Somali.

MATHEMATICAL SKILLS

Knowledge of or experience with statistics, especially as they pertain to analyzing large data sets and/or public survey data.

COMPUTER SKILLS

Experience using Google applications such as Gmail, Drive, and Maps. Ability to create new document formats and templates in Microsoft Word, Publisher, and Excel. Experience combining multiple PDF files into a single PDF. InDesign or graphic design experience.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

Most of the work is performed in a clean, professional office setting. The noise level in the office work environment is usually quiet. Candidates should be comfortable performing much of the work alone at their desk, working on their computer. Staff is encouraged to

make their work space as comfortable for themselves as possible without making permanent changes to the walls, carpet, and other permanent fixtures.

Attending meetings of two to 20 people is regularly required. Meetings are normally held in conference rooms or large meeting rooms. Some meetings are held in the evenings after normal business hours, so some scheduling flexibility is required. Meetings can become noisy. Meetings of more than 20 people are infrequent, but do happen.

THE APO

The APO is a free-standing, independent metropolitan planning organization created by a joint-powers agreement. The agency has five full-time professional planning staff positions and one part-time administrative support position. The agency's annual operating budget is generally between \$850,000 and \$1,000,000 per year.

The APO Policy Board is comprised of officials from five cities, three counties, one township, and the urban transit provider. In addition, APO staff support a Technical Advisory Committee and an Active Transportation Advisory Committee. Staff is also active in other relevant organizations such as the regional Toward Zero Deaths committee, Access to Food, and the Area Transportation Partnership for MnDOT District 3.

Standard business hours are 8 a.m. until 4:30 p.m. This part-time position will work no more than 29 hours per week, and flexible scheduling is possible. Given the nature of this position, remote working is not possible.

PAY SCALE

The approved pay range for this position is \$15.10 to \$28.60 per hour. Wage is negotiable depending upon experience.