

Administrative Specialist: Operations Specialist II

Performs variety of activities in support of Operations. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance work flow. Provides data and information to others on functional unit processes and procedures.

Knowledge

Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job. Excellent verbal and written communication skills.

Supervision Received

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

Work Products (Examples may include but are not limited to)

Proficient in the use of spreadsheet, presentation and word processing software in order to produce report quality documents without assistance. With direction, ensures detailed plans are prepared by functional groups for various elements of project or department. Integrates approved inputs into overall project or department plans. Performs secretarial duties of a highly confidential nature under general supervision. Electronically prepares documents, presentations and spreadsheets involving business and technical terminology pertaining to matters of a highly important and confidential nature. Transmits verbal or written directions emanating from supervisor to their subordinates.

Minimum Education and Experience

2+ years of directly related experience with an Associate's Degree in Business Administration or a related field. Intermediate Outlook, MS Word, PowerPoint and Excel skills.