

# Administrative Specialist: Operations Specialist III

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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**

Considerable knowledge of the job. Complete acquaintance with, and understanding o, the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered. Excellent verbal and written communication skills.

## **Supervision Received**

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

## **Consequence of Errors**

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

## **Contacts**

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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

Coordinates and monitors administrative, clerical and non-clerical assignments in such activities as cost, schedule, budget, manpower and/or operational functions for a major project or department. Prepares special or periodic manual or computerized reports, charts and graphs and manages database integrity. Performs day-to-day non-routine and routine operational functions of a highly confidential nature in support of a department, including clerical, non-clerical and administrative duties under limited direction.

## **Minimum Education and Experience**

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