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Job Specification

PROFESSIONAL SERVICES SPECIALIST 3, ADMINISTRATIVE SERVICES

DEFINITION

Under the direction of a Professional Services Specialist 2 or higher supervisory officer in the Administrative Services area at a state college, is responsible for independently performing professional work of greater difficulty using established policies, procedures, precedents, and guidelines; does related work as required.

EXAMPLES OF WORK:

Reviews and interprets applicable principles, federal and/or state laws and regulations in the course of official duties.

Participates in the selection of and may assign and review the work of clericals, part-time, and/or student workers.

Assigns and monitors the work of students and/or staff, identifies problem areas, and provides suggestions for improvement.

Consults with the supervisor regarding issues and concerns encountered in the course of duties; provides recommendations for resolution.

Establishes liaison and maintains cooperative working relationships with other staff or organizations whose functions impact on assigned responsibilities.

Serves on standing and ad hoc committees as required.

Attends and participates in meetings or college events related to assigned responsibilities.

Compiles and analyzes statistical, financial, and other data.

Prepares clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Prepares correspondence in the course of official duties.

Maintains essential records and files.

Reviews and evaluates student applications and credentials; provides recommendations and/or eligibility determinations for college programs.

Monitors the fiscal affairs of the area and provides information for inclusion in the budget.

Develops and implements training, seminars, and workshops for students and/or staff.

Monitors inventory of supplies and equipment; prepares laboratory set-ups and ensures adherence to safety standards

Plans, schedules, markets, and supervises program events.

Reviews, evaluates, and processes service contracts for approval.

Develops materials for publication and other requisite reports.

Represents the college at conferences, meetings, and seminars.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Two (2) years of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

NOTE: Applicants who do not possess the required education may substitute experience on a year for year basis.

NOTE: A Master's degree may be substituted for one (1) year of the required experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the principles and techniques essential to performance of the specific responsibilities assigned.

Knowledge of college policies and procedures.

Ability to monitor fiscal affairs and provide information for budget inclusion.

Ability to comprehend, analyze, interpret, and apply established law, regulations, procedures, precedents, and guidelines.

Ability to organize assigned work, analyze problems, and develop appropriate work methods.

Ability to develop materials for publication.

Ability to develop and conduct training, workshops, and/or seminars for the campus community.

Ability to establish liaison and maintain cooperative working relationships with other staff or organizations.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to represent the college at meetings, conferences, and seminars.

Ability to prepare correspondence.

Ability to assign and monitor the work of other employees.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable

forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
81257		S	N	NE	21	N/A	P21	-

This job specification is for **state** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

11/14/2015
