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Job Specification

PROFESSIONAL SERVICES SPECIALIST 1 ADMINISTRATIVE SERVICES

DEFINITION:

Under the direction of a Director 2 or higher administrative officer in the Administrative Services area at a state college, is responsible for independently performing a professional function or functions of unusual difficulty, sensitivity and/or complexity within the context of established college policies and procedures; does related work as required.

EXAMPLES OF WORK:

Organizes assigned work, and develops appropriate methods for meeting goals and objectives.

Reviews and evaluates workload and progress; develops and implements improved methods as required.

Develops and recommends an appropriate budget for activities supervised.

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

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

Interviews prospective subordinate staff members and provides recommendations concerning selection.

Assigns and supervises the work of lower level Professional Services Specialists, Program Assistants, clerical, part-time and/or student aids.

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

Serves on standing and ad hoc committees.

Supervise the development of agenda, attends and participates in meetings or college functions related to assigned responsibilities.

Represents the college at conferences, meetings, and seminars.

Prepares correspondence in the course of official duties.

Supervises the establishment and maintenance of essential records and files.

Supervises the fiscal affairs of the unit; reviews income and expenditures.

Provides advisory services to aid faculty and staff in working with students.

Develops and conducts training, workshops and/or seminars for the campus community.

Conducts research related to assigned responsibilities; analyzes data and interprets findings to faculty and staff.

Organizes and oversees the acquisition, distribution, inventory, and security of equipment, materials and facilities for which the area is responsible.

Will 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:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) 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 operations.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

Possession of a master's degree; and three (3) years of the above-mentioned professional experience.

OR

Possession of a Doctor of Philosophy degree or a Doctor of Education degree; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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

Knowledge of college policies and procedures.

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

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

Ability to establish liaison and maintain cooperative working relationships with other staff or organizations whose functions impact on assigned responsibilities.

Ability to provide advisory services to aid faculty and staff in working with students.

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

Ability to conduct research, analyze data, and interpret findings.

Ability to plan and develop a budget for activities supervised.

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

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

Ability to prepare correspondence.

Ability to supervise the establishment and maintenance of essential records and files.

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
81271		S	N	NL	27	N/A	P27	-

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.

3/21/2015

