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Job Specification

PROFESSIONAL SERVICES SPECIALIST 2 ADMINISTRATIVE SERVICES

DEFINITION:

Under the supervision of a higher administrative officer in the Administrative Services area at a state college, is responsible for independently performing professional work of considerable difficulty using established policies, procedures, precedents, and guidelines; takes the lead over lower level staff; 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 process; develops and implements improved methods as required.

Provides budget recommendations for area activities.

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

Assists in the interview of prospective subordinate staff members, and provides recommendations concerning selection. Establishes liaison and maintains cooperative working relationships with other staff or organizations whose functions impact on assigned responsibilities.

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

Develops agenda, attends and participates in meetings or college events related to assigned responsibilities.

Serves on standing and ad hoc committees.

Prepares correspondence in the course of official duties.

Evaluates schedules of events and/or course offerings; recommends changes as indicated.

Maintains essential records and files.

Oversees the fiscal affairs of the area; reviews income and approves expenditures.

Organizes and oversees the acquisition, distribution, inventory, and security of equipment, materials, and facilities.

Conducts research; compiles and analyzes statistical, financial, and other data.

Develops materials for publications.

Represents the college at conferences, meetings, and seminars.

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.

Seven (7) 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.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree; and two (2) years of the above-mentioned professional experience.

OR

Possession of a Doctor of Philosophy degree or a Doctor of Education degree; and one (1) year 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 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 establish liaison and maintain cooperative working relationships with other staff or organizations whose functions impact on assigned responsibilities.

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 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 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
81264		S	N	NL	24	N/A	P24	-

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
