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Job Specification

PROFESSIONAL SERVICES SPECIALIST 4 ADMINISTRATIVE SERVICES

DEFINITION:

Under the coordination of a Professional Services Specialist 2 or higher supervisory officer in the Administrative Services area at a state college, is responsible for performing basic professional functions 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.

Consults with the supervisor regarding issues and concerns in the course of duties.

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

May assign and monitor the work of clericals, part-time, and/or student workers as required.

May serve on standing and ad hoc committees.

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.

Assists in the development and implementation of appropriate training programs for students, staff and others.

Provides guidance and instruction in the proper and safe use of equipment for which the unit is responsible.

Schedules use of, sets up and maintains equipment; performs experiments and demonstrations.

Gathers and compiles materials for publication and other requisite reports.

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

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:

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.

Five (5) 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 one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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 principles and techniques essential to performance of assigned responsibilities.

Knowledge of college policies and procedures.

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

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

Ability to gather and compile materials for publication.

Ability to assign and monitor the work of clerical employees.

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

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

Ability to prepare correspondence.

Ability to maintain essential records and files.

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

Ability to assist in the development and implementation of training programs.

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(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
80180		S	N	NE	18	N/A	P15	10 Month
81253		S	N	NE	18	N/A	P18	-

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
