

ADULT EDUCATION ADMINISTRATIVE SPECIALIST

DEFINITION

Assists the Executive Director and the Division Administrator of Adult and Career Education by carrying out administrative functions of the organization with broad delegated responsibility for initiating, coordinating, and monitoring a variety of budgetary, facilities utilization, and general administrative services activities.

TYPICAL DUTIES

- Determines priorities, authorizes expenditures, and exercises budget control over alterations, improvements, and maintenance work at adult school sites and branches and assures that federal, State, and District guidelines are followed.
- Reviews new branch location requests and inspects property sites to assure safety and occupancy factors and appropriateness for adult schools' needs.
- Confers with representatives of public and private organizations, District administrators, and personnel from School Utilization, Real Estate, Design and Construction, and Maintenance and Operations branches regarding acquisitions, leases, rentals, and construction and maintenance work related to adult schools.

- Plans, directs, and reviews the work of personnel at the administrative offices complex engaged in the following activities:
 - Maintaining inventory control of supplies, materials, and equipment for approximately 350 sites of the Division of Adult and Career Education.
 - Providing reprographic services of various materials for the Division of Adult and Career Education and all other units housed at the complex.
 - Providing security service and parking control.
 - Providing custodial and maintenance services.

- Authorizes expenditures and exercises budget controls for leases of adult school buildings, classrooms, and bungalows.
- Designs and approves floor plans for classroom use at leased sites.
- Reviews and approves pay vouchers for monthly and daily-rated leased locations.
- Monitors new adult school construction and alteration sites, confers with project managers and outside contractors, and signs change orders.
- Studies and makes recommendations regarding space utilization at the administrative office complex and adult schools and coordinates the scheduling of office and school moves.
- Reviews requests and approves acquisitions of materials, supplies, equipment, and services and maintains expenditure controls.
- Reviews and approves custodial allocations for all adult school sites based on District and State-mandated formulas for shared and non-shared facilities.
- Allocates telephone budgets to adult school sites and branches, approves telephone service requests, and monitors expenditures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Adult Education Administrative Specialist serves as a staff assistant to the Adult Education administrator by performing a variety of Division-wide administrative duties, such as authorizing and monitoring expenditures for school building leases, alterations and improvements, maintenance work, and telephone installation and service.

An Administrative Services Manager administers financial and business management activities for a large organization. While specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the organizational unit's budget and expenditures; and liaison activities with other units in coordinating business and service functions.

SUPERVISION

General direction is received from the, Executive Director and the Division Administrator of Adult and Career Education. General supervision is exercised over central office operational, clerical, and other site personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Federal, State, and District rules and regulations related to expenditures of Adult and Career Education monies
- Office management methods, forms, and equipment
- Safety, occupancy, parking, and security requirements necessary for Adult and Career Education schools, branches, and sites
- Real estate terminology used in leasing, renting, and approving permits for branch sites
- Conventional drafting symbols
- Board of Education and Personnel Commission rules, policies, and procedures as they affect the Division of Adult and Career Education
- Pertinent sections of District collective bargaining agreements Principles of supervision

Ability to:

- Plan, direct, and review a variety of administrative services
- Evaluate administrative services, procedures, and problems, and develop and implement improvements
- Analyze cost figures in the review of budget requests and for the development of administrative controls
- Prepare clear, concise reports and recommendations
- Maintain effective relations with outside contractors, District personnel, and representatives of private organizations and public agencies
- Negotiate real estate leases and rentals
- Make neat, clear, and accurate drawings
- Operate an office computer
- Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in vocational or industrial education, school business management, real estate law, public or business administration, or a related field. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Four years of experience in an administrative staff positions that included either facilities or administrative analyses of organization and procedures, personnel management, asset management, or budget controls. A graduate level degree in public or business administration or school business management may be substituted for two years of the required experience.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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