



## **JOB FAMILY CONCEPT**

This family consists of four levels of administrative specialist work. Levels are distinguished based on type and complexity of work, degree of supervision received, and the level of autonomy. Positions in this family are responsible for planning, direction and/or administration of project/program centered activities in a staff capacity. This job family is distinguished from the Administrative Generalist Family by the performance of project and/or program coordination functions requiring knowledge/experience in a non-clerical program or specialty area specific to the position.

Administrative Specialist positions provide specialist support of a variety of areas such as:

- Student services
- Research
- Academic programs
- Educational/community outreach
- University business/administrative operations

## **TYPICAL FUNCTIONS**

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Duties listed in the Administrative Generalist Family may be performed, but not as the primary focus of the job.
- Identify, research, and analyze problems and issues associated with the project; develop methods for isolating, evaluating, and ranking a sequence of needs and assessing potential for meeting the needs; recommend methods and procedures for measuring, analyzing costs, benefits, and goal achievements.
- Contact representatives of the community, university, state, and/or federal government agencies for the purpose of research and identifying problems, analyzing needs, obtaining and coordinating delivery of services. May conduct research interviews, surveys, or focus groups.
- Participate in implementation and supervision of daily and long term administrative and service operations related to the project and/or program. Evaluate and monitor projects according to program policy and stated objectives.
- Review and recommend revisions in grant applications and budgets; may obligate funds and authorize field purchases of equipment.



- Serve as key resource on program/project activities; represent program/project on organizational or advisory committees; establish and maintain a public information program relative to the project; speak before interested agencies and groups to disseminate information about the project; make promotional contact with news media and civic organizations; represent the organization at meetings, seminars, and conferences.
- Serve as principle coordinator for comprehensive educational outreach efforts; plan, develop, and conduct training, seminars, meetings or clinics; author and/or oversee generation of educational outreach curriculum models; develop and maintain web based educational manuals, resources, and presentations; prepare and deliver public presentations related to program or project activities.
- Encourage and assist communities in establishing local programs; provide ongoing consultation to management of local level projects to ensure compliance with state or federal project guidelines; provide assistance in reporting procedures, overall project management, and fiscal control.
- Evaluate and monitor projects and/or programs according to policy and stated objectives; establish methods of measuring and analyzing costs, benefits, and goal achievements; review and recommend revision as necessary; direct or assist in directing the distribution of project funds.
- Coordinate and collect project and/or program management statistics and compile them into reports on the program; prepare and submit narrative and statistical reports as requested by program manager.
- Provide professional consultation on the specialized services of the project and/or program.
- Provide professional or technical assistance in implementation of changes; redesign systems and administrative procedures as required and train staff in new systems and procedures.
- Provide logistical support for project and research staff as needed; assist in the safe execution of fieldwork for researchers; coordinate field site preparation.
- Request, collect, organize, and edit materials for publication including newsletters, workshop proceedings, grant proposals, and annual reports; use desktop publishing software, design and format publications; work closely with faculty, researchers, graphic artists, print shops, and others to complete publications by established deadlines.
- Provide support to Principal Investigators for all facets of pre-award development, including complex federal, state, and private research; proposal preparation and submission; advise on policies, procedures, and regulations that pertain to research; provide research faculty with



information on sources of grant funding through federal, state, and private sector organizations/agencies and obtain correct application materials.

- Supervise, direct, or lead employees in support of specialized project.
- Oversee and manage fiscal responsibilities associated with project.

**LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level.

Additional education or experience may be desirable for some positions. **Additional education relevant to the program or project may be required.**

**Level 1**  
**PCLS: 01221**

**Grade 77**  
**Non-Exempt**

***Descriptors***

Works is performed under intermittent supervision. Plans and performs coordination for projects and/or programs more narrow in focus, with limited degree of authority and responsibility. Projects are generally limited and non-continuous in nature or are for ongoing programs of narrow scope, as assigned by supervisor.

***Knowledge, Skills, and Abilities***

Knowledge of methods of organization, research, and analysis. Ability to comprehend written material and interpret and apply policies, rules, and regulations. Ability to establish and maintain effective working relationships with individuals and groups and to work successfully as a member of a team. Ability to communicate effectively, both orally and in writing, and to organize and present facts and opinions. Ability to exercise good judgment in analyzing situations and making decisions. Knowledge of applicable federal, state, and institutional laws, rules and regulations relating to administration of program. Working knowledge of computer information systems and applicable software and databases.

***Education and Experience***

Some college coursework and 1 year experience related to program specialty or an equivalent combination of training and experience.

**Level 2**  
**PCLS: 01222**

**Grade 78**  
**Non-Exempt**

***Descriptors***

Work is performed under administrative supervision. Plans and performs coordination for reoccurring projects and/or programs. This level usually does not have program or fiscal management or policy development responsibilities, although particular assignments may involve



UNIVERSITY  
of ALASKA

**ADMINISTRATIVE SPECIALIST**

Job Classification

Adopted: November 28, 2004

Revised:

assisting with or making recommendations in these areas. May lead\* or supervise incidental to the position. Work is typically reviewed for fulfillment of program objectives and conformance with policy and practice.

***Knowledge, Skills, and Abilities***

Same as described for Level 1. Also includes the ability to interpret and apply complex polices, rules, and regulations.

***Education and Experience***

Associate's degree and 2 years increasingly responsible experience related to the program specialty, or an equivalent combination of training and experience.

**Level 3**

**PCLS: 01223**

**Grade 79**

**Exempt**

***Descriptors***

Work is performed under general direction. Performs all aspects of the coordination of the program, with incumbent defining the objectives, priorities, and deadlines based on program objectives. May include fiscal management within well-defined guidelines. May lead\* or supervise. Work is reviewed for fulfillment of program objectives and conformance with policy and practice.

***Knowledge, Skills, and Abilities***

Same as Level 2. Also includes the ability to lead\* staff or a work team including planning and organizing work, and scheduling, training and directing and reviewing work of others. Ability to analyze complex situations and make responsible decisions.

***Education and Experience***

Three years college coursework and 3 years of increasingly responsible experience related to the program specialty or an equivalent combination of training and experience.

**Level 4**

**PCLS: 01224**

**Grade 80**

**Exempt**

***Descriptors***

Work is performed under general direction. Assignments are made in terms of broad program objectives. Plans and performs the administration of program activities with responsibility for defining objectives, priorities, strategic plans, and deadlines. Positions in this level have full authority for fiscal management and policy development responsibilities. May supervise\* employees assisting in administration of the project or program. Work is reviewed for fulfillment of program objectives. Positions in this level are given large latitude in decision making, and make decisions that have a large impact and require significant discretion in decision making.

***Knowledge, Skills, and Abilities***

Same as Level 3. Also includes the ability to supervise\*. Knowledge of fiscal management. Ability to develop and implement policy.



***Education and Experience***

Bachelor's degree and 4 years progressively responsible experience related to the program specialty or an equivalent combination of training and experience.

- \* Lead: Provide day-to-day guidance, training, and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.

Supervise: Hire, train, evaluate performance, and initiate corrective action.