



TOWN OF VALDEESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDEESE, NORTH CAROLINA 28690-0339

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Administrative Specialist II

The Town of Valdese (approximate population 4,500) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking an **Administrative Specialist II** to serve as the main receptionist for the Police Department. The Administrative Specialist II Position in this class requires information processing and office management skills and may include some program management tasks. Positions in this class are responsible for maintaining or coordinating departmental records for accounts payable, payroll, time sheets, monitoring of expenditures etc. and may assist in budget preparation. Customer service includes answering complex questions requiring a thorough knowledge of the department's regulations and procedures. Work requires independence and initiative in activities and may include providing technical assistance to other staff in the organization. Guides generally include a variety of written manuals and instructions, as well as comprehensive rules and regulations. Sound judgment is required in performing the responsibilities. Work is performed under the supervision of the Police Chief and is evaluated through observation, conferences, feedback from citizens and staff and evaluation of the quality and effectiveness of work processes.

Education and Experience Requirements:

Graduation from a two-year college or university with a degree in business, public administration, or related field and considerable experience in a position involving office and personnel management; or an equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Driver's License. North Carolina notary public, DCI certification, or ability to obtain. Knowledge of Police CAD/RMS reporting systems preferred.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$35,245. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and submittal information:

Jack Moss
Chief of Police
P.O. Box 339
Valdeese, NC 28690

Email: jmoss@valdesenc.gov

Telephone: 828-879-2104

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Cover letter, resume and completed application required. Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldeese.com.

Deadline: Until Filled

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdeese
Administrative Specialist II

I. General Statement of Duties

Works independently to perform a variety of responsible administrative, and program support duties requiring a comprehensive understanding of the departmental mission, rules, regulations, procedures and services.

II. Distinguishing Features of the Class

An employee in this class performs a variety of advanced journey level administrative and technical support duties for a department of the Town. Positions in the class require information processing and office management skills and may include some program management tasks. Positions in this class are responsible for maintaining or coordinating departmental records for accounts payable, payroll, time sheets, monitoring of expenditures etc. and may assist in budget preparation. Customer service includes answering complex questions requiring a thorough knowledge of the department's regulations and procedures. Work requires independence and initiative in activities and may include providing technical assistance to other staff in the organization. Guides generally include a variety of written manuals and instructions, as well as comprehensive rules and regulations. Sound judgment is required in performing the responsibilities. Work is typically performed under the supervision of the department head and is evaluated through observation, conferences, feedback from citizens and staff and evaluation of the quality and effectiveness of work processes.

III. Duties and Responsibilities

Essential Duties and Tasks

- Provides customer service requiring considerable knowledge of the department's services, regulations and procedures; answers a variety of questions from coworkers, public officials and the general public; secures information via telephone or personal contact; selects appropriate materials to answer questions; explains rationale of answer and often handles the inquiries independently; takes and handles most complaints; refers precedent setting issues to others to resolve.
- Interprets rules, regulations, and information on the program and organization's operating standards; explains legal aspects of the office functions and its impact on citizens and the community.
- Collects and reviews data; may conduct research; compiles records and reports; may create or edit tables, spreadsheets or data bases to generate report information; maintains program files.
- Typically performs accounting, and budget monitoring functions for the department including monthly reports and reconciliations; purchases operating supplies and materials; compiles information for the department budget and may assist with developing a draft budget for the department; may compile information, research revenues and provide recommendations on equipment and technology upgrades; may collect fees and provide receipts and process billings for the department.
- Processes payroll for the department; verifies timesheets and leave records are accurate and maintains the department's personnel records and files; prepares and/or types confidential personnel reports, evaluations and disciplinary actions.
- Drafts and composes correspondence and prepares for review a variety of scheduled and special reports for senior management and various government agencies; reviews and verifies records and reports for correct information; identifies potential inconsistencies and resolves discrepancies.
- Handles confidential or sensitive technical information in an appropriate manner.
- May serve as secretary to one or more boards; arranges locations; sends notices; develops agenda and prepares agenda items; takes, transcribes and distributes minutes.
- May coordinate work assignments, train, schedule and monitor other staff.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of the department's mission, functions, regulations and practices.
- Knowledge of modern office procedures and related office information technology equipment, software, and peripherals.
- Knowledge of laws, the Town's ordinances, procedures and practices related to area of assignment and of the organization's administrative, personnel and purchasing procedures.
- Skill in the use of information technology equipment and associated software products such as word processing, spreadsheets and data bases used in area of work assignment including the development of forms, form letters, tables, spreadsheets, data bases, etc. to compile records and generate reports.
- Skill in communicating effectively and in conducting the department's business in person and by telephone.
- Ability to work independently on responsible administrative support tasks, some of which may be confidential or sensitive; ability to independently prepare meeting agendas and confidential correspondence.
- Ability to gather and give comprehensive information and instructions based on program knowledge and independent research.
- Ability to communicate a technical knowledge of program operations and organizational programs.
- Ability to be tactful and courteous while being persuasive and confident on the Town's business.
- Ability to compile information based on general instructions.
- Ability to establish and maintain effective working relationships with supervisors, other employees, customers and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, do extensive reading and to determine the accuracy, neatness, and thoroughness of the work assigned. Some positions may be required to take and transcribe dictation and minutes.

Desirable Education and Experience

- Graduation from a two-year college or university with a degree in business, public administration, or related field and considerable experience in a position involving office and personnel management, with heavy public contact functions; or an equivalent combination of education and experience.

Special Requirements

- Valid North Carolina Driver's License. North Carolina notary public, DCI certification, or ability to obtain. Knowledge of Police CAD/RMS reporting systems preferred.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is non-exempt.