



## Sacramento Transportation Authority

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### Class Specification

## ADMINISTRATIVE SERVICES OFFICER III

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### Salary Range

\$37.75 - 45.89 hourly  
\$3,020.06 - \$3,671.20 biweekly  
\$6,568.64 - \$7,984.83 monthly

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### Description

Under general direction of the Executive Director, performs a full range of administrative, analytical, financial, systems, statistical, programmatic, and management duties; performs a variety of special projects, research studies, budget analysis, and other specialized functions; coordinates assigned activities with other Authority work elements and with other public agencies.

### Representative Duties

*The following duties are typical of this classification. Incumbents may perform just some of the listed duties and/or may be required to perform additional or different duties from those set forth below to address on-going business needs and changing business practices.*

- Supervises and manages the delivery of specified Authority programs such as the Sacramento Metropolitan Freeway Service Patrol and the Sacramento Abandoned Vehicle Service Authority.
- Researches, implements, and administers policies, procedures, and changing business practices and processes for assigned area.
- Prepares and presents comprehensive technical, administrative, and financial analyses and statistical reports; presents and interprets data, identifies alternatives and justifies conclusions, forecasts, and recommendations.
- Conducts regular review and analysis of new and existing programs and special projects to determine feasibility, resolve problems, and increase efficiency, including organizational, technical, and fiscal research and analysis; recommends, implements, and monitors program changes.
- Participates in budget development and administration for assigned area.

- Negotiates contracts and agreements with outside suppliers, service providers, and public agencies; monitors compliance with applicable contractual provisions.
- Analyzes local, state, and federal legislative proposals for impact on assigned area; develops related recommendations.
- Coordinates, monitors, and directs the acquisition, allocation, and use of equipment, supplies, telecommunications and information systems, office and facility space, and records storage and retrieval; conducts research and develops procedures to improve efficiency and cost effectiveness.
- Represents the Authority on applicable committees and task forces; consults with and makes recommendations to the Executive Director.
- Responds to inquiries from local public agencies, service providers, financial institutions, governmental regulatory agencies, and related entities in a professional and tactful manner; provides information within the area of assignment; resolves issues in an efficient and timely manner.
- Prepares a variety of public outreach and informational materials, and manages the Authority's web site.
- Performs related duties as required.

### **Knowledge Of**

Principles of public administration, organization, and program management; principles of budget preparation and control; methods and techniques of conducting analytical studies, including statistical analysis; methods and techniques of public record-keeping, report preparation, and presentation; relationships among the Authority and local, regional, state, and federal government agencies and public and special-advocacy groups; legislative processes of municipal, state, and federal governments; contract negotiation, preparation, and monitoring; practical applications of computers and peripheral equipment, including web site management; pertinent local, state, and federal laws, codes, and regulations.

### **Ability to**

- Work independently in the absence of supervision to perform a range of analytical, programmatic, and administrative duties.
- Manage multiple projects simultaneously by organizing and prioritizing timelines and schedules and reacting to changing priorities and deadlines.
- Understand the organization of the Authority and partner agencies as necessary to perform assigned responsibilities.
- Understand, interpret, and apply general and specific administrative policies.

- Analyze and interpret complex issues, evaluate alternatives, reach sound conclusions, and prepare clear and concise reports.
- Communicate clearly and concisely both orally and in writing.

**Minimum Qualifications**

Bachelors or higher degree from an accredited college or university in public administration, business administration, or a discipline related to the administrative, management, and fiscal duties of the classification; three years of increasingly responsible experience at the full journey level or higher in public agency administration, administrative analysis, or program management.

Appointing Authority: Executive Director

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