

Market Range Detail - Administrative/Operations Specialist

Effective Date

October 23, 2006

Market Range Title Description

This market range title includes positions with a broad range of job assignments which may be focused in any administrative, operational, or technical County function. Incumbents perform responsible and specialized administrative and/or operational assignments involving a wide variety of independence. Job duties vary based on assigned administrative or operational area, but typically may include: providing specialized assistance with the operations and coordination of a program or operational function; monitoring and tracking budgets and purchases; conducting research; coordinating program or operational processes; compiling fiscal or output/results records; creating and maintaining records and databases; resolving complaints and difficult problems; researching operational issues and providing information and summaries to supervisor; administering programs and processes specific to the department; acting as a liaison regarding administrative issues related to facilities, operations, research, and program support. Depending on area of assignment, some incumbents perform departmental payroll functions and process personnel and purchasing information.

Market Range

Minimum Hourly Rate

\$14.53

Midpoint / Hiring Maximum

\$17.92

Maximum Hourly Rate

\$21.31

Likely Minimum Qualifications

- High school diploma or GED
- 3 years of responsible clerical and/or administrative experience
- An Associate's Degree may be preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Administrative Assistant
- Assist to Dir Mental Hlth Svcs
- Database Management Assistant
- Events Coordinator
- Family Service Delivery Assistant
- Grant Assistant
- Indigent Burial Coordinator
- Maternal Child Health Program Assistant
- Payroll/Procurement Representative
- Program Assistant
- Records Coordinator
- Technical Services Lead
- Travel Representative
- Administrative Services Lead
- Community Promotions Assistant
- Demand Reduction Assistant
- Facility Services Lead
- Finance/Business Representative
- Grant Facilitator
- Intel Trans Sys Assistant
- Payroll Liaison
- Polling Place Lead
- Program Assistant
- Recruiting Exam Coordinator
- Training Assistant
- Volunteer Assistant
- Alternative Placement Coordinator
- Community Svcs Prog Spec
- EHS Program Assistant
- Facility Services Representative
- Financial Services Assistant
- Health Record Lead
- IT Procurement Specialist
- Payroll Services Lead
- Procurement Assistant
- Purchasing Assistant
- Security Assistant
- Transportation PLAN Specialist
- Workforce Center Specialist

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.