JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative Specialist III

Job Code: 10697

Salary Grade: 17

FLSA Status: Non-Exempt

Job Family: Organizational Administration

Job Subfamily: Administrative Operations

Career Level: Operational Contributor 3

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Leads administrative operations for a department, including budget preparation, payroll coordination, and office procedure improvement, with limited supervision. Trains and guides support staff and serves as a resource for complex administrative and financial matters.

Job Responsibilities

1. Trains, assigns, and reviews work of support staff across the department.
2. Assesses office procedures and implements changes to improve administrative operations.
3. Assists in budget preparation and maintains budgetary records, including expenditure approvals.
4. Coordinates payroll processing, tracks leave, and reconciles timesheets across the department.
5. Reconciles accounts and monitors financial transactions against source documents.
6. Reviews billing from contractors and suppliers, adjusting charges as needed.
7. Drafts and reviews administrative correspondence with minimal instruction.
8. Coordinates meetings, travel arrangements, and special projects for department leadership.
9. Resolves complaints and non-routine inquiries from internal and external customers.

Minimum Requirements

Required Education & Experience:

- Education: High School or GED
- Experience: 5 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates proficient working knowledge of routine work processes and tools, and intermediate knowledge of concepts, practices, and procedures.
- Communication & Collaboration: Explains practices, procedures and policies to reach agreement with others outside of the work area.
- Problem Solving: Anticipates, recognizes, and solves routine issues that occur within the team, department or customers without supervisory approval.
- Autonomy: Has responsibility for making minor changes in activities and processes to solve problems or improve effectiveness of area.
- Leadership: May act as lead position within job function and title grouping, providing operational guidance to team members with same or similar work.

Working Conditions

- Standard office environment.

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- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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