



Community Development Administrative Specialist II – III

General Information

Classification Code:	ADMSPC
Effective Date:	February 2, 2022
Pay Grade:	B22 - B23
FLSA Status:	Non-exempt

Position Summary

Performs complex, specialized support activities for the Building Safety, Current Development, and Comprehensive Planning programs in the Community Development Department of Development and Public Works. Serves as liaison and key resource to the Springfield Planning Commission and those interacting with the Planning Commission. Coordinates annexations of real property to the city limits with the State of Oregon. Performs other duties of a similar nature or level.

Classification Characteristics

The Administrative Specialist is the second level in the Administrative Support series and is responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program. Administrative Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level support staff.

Administrative Specialist II – This is the fully journey level class within the Administrative Specialist classification. This class is distinguished from lower administrative levels by the assignment of the full range of duties assigned. This class performs some advanced skills involving customer service and administrative support activities that require an understanding of established and defined department or program policies and procedures. Duties are performed independently under general guidance from a supervisor.

Administrative Specialist III – This is the advanced level within in the Administrative Specialist classification. This class is distinguished from the Specialist II by the additional duties associated with supporting the City's annexation processes under state requirements, the level of support provided to the Planning Commission, and ensuring compliance with public meeting requirements. This position requires an advanced understanding of rules, regulations and laws governing public annexation processes. Duties are performed independently under general guidance from a supervisor. Positions assigned to this job title are flexibly staffed and are normally filled by advancement from the lower level. When filled from the outside, they require several years of prior professional experience in the assigned field.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the higher level subject to the following:

- The employee meets the minimum qualifications for the advanced level.
- The employee is performing advanced level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Coordinates the City's annexation process including participating in program development and processes, serves as liaison on annexation issues, ensures annexations meet state requirements and processes all annexations with the State of Oregon.

Essential Duties	
2	Coordinates appeals to City land-use decisions, including coordinating with the City Attorney's Office to create a complete decision record, and compiling and indexing the record for review by parties to the appeal, the public, and appellate bodies including city council, the Oregon Land Use Board of Appeals, and higher courts.
3	Tracks and reconciles system development charges (SDC) for developer payments collected on behalf of a special district. Assists with annual audits.
4	Coordinates and tracks planning-related boundary activities (e.g., city limits, comprehensive plan designations, refinement plan areas, etc.). Carries out public notification procedures required by state law for land use and related activities. Completes monthly reporting requirements.
5	Provides assistance to the Code Enforcement program creating case files, processing legal actions and court related activity, providing customer service and triaging complaints, preparing and mailing notices of violation, and processing related documentation.
6	Assists with budget preparation and administration, reviews legislative and other changes for impact to annexation and other processes. Schedules meetings, prepares agendas, records and transcribes minutes for the Planning Commission and other boards, committees and meetings as necessary.
7	Communicates effectively with clients, co-workers, employees, and supervisors from diverse backgrounds. Supports a diverse and inclusive work environment. Utilizes interpersonal skills to respectfully interact with various audiences to exchange or convey information and to receive work direction.
8	May include lead responsibilities for lower-level support staff.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> Specialist II (B22) - Associate degree, or two-year technical certificate and 3-5 years related experience or an equivalent combination of education and experience. Specialist III (B23) - Associate degree, or two-year technical certificate and 5 or more years related experience or an equivalent combination of education and experience.
Licensing/Certifications: <ul style="list-style-type: none"> N/A
Technology Skills: <ul style="list-style-type: none"> Asynchronous meeting platform – Springfield Oregon Speaks Data base user interface and query software —Microsoft Access Desktop publishing software — Adobe InDesign, Microsoft Publisher Document management software —Adobe Acrobat, Records management systems Financial analysis software — Oracle E-Business Suite Financials, Peoplesoft Web browser software - WordPress Conference and Collaboration software — LogMeIn, GoToWebinar, Zoom, SharePoint, Teams, Dropbox, Google Drive, Slack Microsoft Office — Word, Excel, PowerPoint, Outlook Operating system software — Apple macOS Presentation software — Apple Keynote, Google Slides Process mapping and design software — Microsoft Visio.

Qualifications
<ul style="list-style-type: none"> • Project management software — Microsoft Project • Video conferencing software — Cisco Systems Webex, Google Meet, LogMeIn, GoToMeeting, Zoom • Social Media platforms — Facebook, LinkedIn, other
<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, transcription, designing forms, and workplace terminology. • English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. • Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. • Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
<p>Skills:</p> <ul style="list-style-type: none"> • Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. • Reading Comprehension — Understanding written sentences and paragraphs in work-related documents. • Speaking — Talking to others to convey information effectively. • Service Orientation — Actively looking for ways to help people. • Writing — Communicating effectively in writing as appropriate for the needs of the audience. • Coordination — Adjusting actions in relation to others' actions. • Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. • Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. • Time Management — Managing one's own time and the time of others. • Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. • Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. • Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. • Negotiation — Bringing others together and trying to reconcile differences.
<p>Abilities:</p> <ul style="list-style-type: none"> • Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. • Oral Expression — The ability to communicate information and ideas in speaking so others will understand. • Speech Recognition — The ability to identify and understand the speech of another person. • Written Comprehension — The ability to read and understand information and ideas presented in writing. • Written Expression — The ability to communicate information and ideas in writing so others will understand. • Near Vision — The ability to see details at close range (within a few feet of the observer). • Speech Clarity — The ability to speak clearly so others can understand you. • Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). • Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem. • Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Qualifications	
•	Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
•	Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
•	Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
•	Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Physical Requirements													
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)		Occasionally 11-35% (Up to 3 hrs.)		Frequently 36-75% (3-6 hrs.)		Continuous 76-100% (6+ hrs./day)					
		0%	1-10%	11-35%	36-75%	76-100%			0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS							PUSH/PULL						
Standing			X				0-10 lbs.				X		
Sitting						X	11-20 lbs.		X				
Walking – Even Surface						X	21-50 lbs.		X				
Walking – Uneven Surface	X						51-75 lbs.	X					
Kneeling			X				76-100 lbs.	X					
MOVEMENTS							ENVIRONMENTAL HAZARDS						
Bending/Stooping				X			Indoors						
Twisting			X				Outdoors	X					
Crawling	X						Dust	X					
Squatting/Crouching			X				Fumes/Odors/Gasses	X					
Balancing				X			Chemical Agents	X					
Reach – Overhead			X				Biological Agents	X					
Reach – Forward				X			Noise – Low	X					
Reach – Backward			X				Noise – Moderate	X					
Climbing – stairs				X			Noise – High	X					
Climbing - ladder	X						Low Light	X					
USE OF HANDS							Heat	X					
Grasping – whole hand			X				Cold	X					
Grasping – pinch grip	X						Restricted workspace	X					
Fine manipulation/feeling			X				Vibration – whole body	X					
Keyboarding						X	Vibration - extremity	X					
LIFT/CARRY							JOB SPECIFIC						
0-10 lbs.						X	Driving – vehicle/equipment		X				
11-20 lbs.					X		Operate foot controls	X					
21-50 lbs.				X			Seeing						X
51-75 lbs.			X				Talking						X
76-100 lbs.	X						Hearing						X
							Extended work hours						X

Classification History

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2022.02 Reformatted and revisions by HR

I have reviewed the job description.

Employee: Name_____ Signature _____ Date _____