

<b>Closing Date</b>	10/21/2021
<b>Salary</b>	\$17.220/hr
<b>Job Type</b>	Full-Time/Permanent
<b>Position</b>	Administrative Specialist (#03145168)
<b>Location</b>	Lincoln, NE
<b>Division</b>	Construction & Facilities Management Office

**Position Description:** The Construction and Facilities Management Office is searching for an Administrative Specialist. This position would provide direct support to the Nebraska Army National Guard (NEARNG) Environmental Program Manager (EPM).

**Examples of Work:** Collects and compiles fiscal environmental budget and evaluates the information for accuracy. Prepares necessary documentation to aide in the development, preparation and submission of the annual environmental budget. Collects and compiles information and/or data from computers, databases, statistical, accounting, administrative and/or other records; compiles records and creates reports, charts and/or graphs through word processing, spreadsheet, or database software to display information in a readable format and to provide the immediate supervisor and management officials with information for making decisions; analyzes information and makes conclusions. Interprets administrative policies and procedures to answer inquires and to ensure proper application of these directives and processes. Installs, maintains, and/or modifies manual and computerized tracking/monitoring or evaluation processes or files for assigned programs or functions; monitors status of projects and/or costs/expenditures relating to these programs/functions; takes action to facilitate attainment of goals and deadlines. Coordinates people, equipment, location and supplies for meetings and/or conferences. Coordinates workflow and schedules office operations/support staff activities, to include travel, to facilitate the management of program operation. Plans, organizes, and implements work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical or administrative activities. Collects and reviews documents and information for accuracy and compliance to support employing agency customer service efforts; responds to agency's customer inquiries; makes decisions relative to assigned work; routes information and data to appropriate individuals; prepares correspondence and provides phone support, as needed. Coordinates public information/community relations contact activities to promote positive public awareness of the NEARNG environmental program.

**Qualifications/Requirements:**

**Minimum Qualifications Required:** At least one year of post high school coursework or experience in: administration, office management, accounting, finance, planning, policy analysis and implementation, administrative/management analysis, operations research, program evaluation, research, or similar fields or in a field related to the programs or functions of the employing agency.

**Preferred:** Post-secondary degree in office management, secretarial/office support, customer service, administration, budget or a related area OR one year of experience in office management, secretarial/office support, customer service, or administration, including use of a computer software such as word processing, spreadsheets, and database management OR one year of coursework/training or experience involving research, presentation, or publication in an area related to the programs or function of the employing agency.

**Other/Special Note:** Prior to any job offer being made, all certifications, diplomas and references will be verified and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

**Knowledge, Skills, and Abilities required:** Knowledge of: federal and State laws and regulations governing work assigned; office management and record keeping methods and practices; administrative report preparation

practices; research and administrative survey techniques; work planning and organizing; business computer and communication systems. Ability to: interact with immediate supervisor and senior managers, employees, and the public to gain their cooperation and to establish work relationships; formulate and recommend modifications to operational directives to attain agency goals; apply management practices, techniques, and methodologies to assigned activities; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program-administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers and groups; learn the structure, functions, goals, and policies of the employing agency.

### **Instructions for Applying**

Here are some important points to remember when applying for positions at the State of Nebraska:

- The employment application is required and is the only source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.
- You will have the opportunity to attach a resume; however it is not considered part of the application. Information contained in a resume, supplemental questionnaire, or other document, will not be considered in lieu of the formal on-line application form.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

**To Apply: Applications must be made through [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov). Resume in lieu of online applications will not be accepted.**