

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

Job Title: Management Specialist I

FLSA Status / Grade: Non-Exempt / 4

Group: Various

POSITION SUMMARY

Provides management support to headquarters or field locations within the Group. Insures accuracy of correspondence and data flow from the Group throughout the Agency.

ESSENTIAL FUNCTIONS

Provides management support to the Executive Director of the Group, Division Chiefs and the Administrator of the Group in addition to other employees.

Manages procurement actions from development, receipt, tracking and approval.

Coordinates contract invoice processing, including MBE subcontract data verification and tracking.

Coordinates and/or reviews client invoices to include assisting project managers with documentation and required submittals.

Reviews budgets for procurement funding, prepares budget adjustments, and may assist in forecasting of available funds.

Assists in management of personnel actions, including tracking until action has reached completion.

Composes correspondence related to confidential matters.

Collects and manages data and prepares statistical reports on various program operating facilities, including inventory management and production information.

Prepares reports and dates for managers and client.

Coordinates scheduling and other contractual obligations with customers and contractors.

Examines and verifies complex reports for completeness, propriety, and accuracy.

May act as liaison for Group with customers, local governments, vendors, and the general public.

Attends meetings in order to meet Group objectives.

Prepares, reviews, and/or approves routine invoices for vendor payment and client billing.

Reviews correspondence, etc., prepared for supervisor's signature noting format, grammar, accuracy and completeness.

Routes flow of material when supervisors are not available.

OTHER RESPONSIBILITIES

Persons in this position may be required to work overtime to ensure that projects are completed on time.

Opens, sorts, and reads incoming correspondence and assures the correspondence is directed to appropriate person.

Reviews outgoing correspondence of a routine nature for accuracy and proper formatting.

Prepares expense accounts, mileage reports, check requests, procurement documents for supervisor's signature.

Makes arrangements for travel, i.e., hotel reservations, flight reservations, etc.

May be required to have knowledge of detailed procurement procedures.

May be required to maintain inventory of various materials and/or supplies.

Receives phone calls, answers questions for prospective employees, schedules and/or coordinates appointments or meetings for superiors.

SUPERVISORY REQUIREMENTS

May supervise and direct the daily workflow of administrative support staff.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university plus four years experience in administrative or professional work; one year of which involved either supervision or responsibility for program development.

Note: Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

KNOWLEDGE, SKILLS AND ABILITIES

Proficiency in the organization and prioritization of assignments with ability to meet deadlines.

Effective communication, listening and comprehension skills with staff and managers both orally and in written format.

Computer proficiency with spreadsheets, word processing, and e-mail programs.

LICENSES AND CERTIFICATIONS

Valid driver's license with less than 6 points under MD law may be required for this position at some MES facilities.

PHYSICAL DEMANDS

Visual requirements for computer activities are essential.

While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, bend, and stoop, reach with hands and arms, use hands and fingers.

The ability to lift lightweight items (less than 5 lbs.) is required on a routine basis.

It may be required occasionally for the employee to lift, move, push, or pull items weighing up to 25 lbs.

WORK ENVIRONMENT

The employee routinely works with and around equipment such as copiers, binding machines, and facsimile machines.

The employee may occasionally be exposed to extreme heat/cold if assigned to off-site locations. Also may be required to board boats to access some field locations.

The noise level in the work environment is usually quiet to moderate.