



## COMMONWEALTH OF PENNSYLVANIA

### TREASURY DEPARTMENT

Job Posting – Administrative Officer II

**Class Title:** Administrative Officer II  
**Class Code:** T8640  
**Office:** Bureau of Information Technology  
**Pay Range:** 07: Starting Salary \$52,558  
**Apply By Date:** 11/24/2021  
**Work Hours:** 8:00AM – 4:30PM  
**Work Location:** Finance Building, Harrisburg, PA 17120

You will have the opportunity to work from home (telework) up to 2 days a week. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg.

### **THE POSITION**

The function of this position is to perform a wide variety of administrative duties to assist in the management of bureau operations; primarily procurement, scheduling, and absence reporting.

### **DESCRIPTION OF WORK**

- Serves as the administrative officer of the Information Technology bureau responsible for functions of moderate complexity and scope; schedules, and plans for team meetings; performs various clerical and stenographic activities.
- Assists a high professional or administrative official in the management of agency programs.
- Manages the IT procurement process including but not limited to gathering necessary documents for procurement of IT hardware, software, monitor service renewal contracts, and vendor follow-up. Obtains vendor quotes, prepares Agency Purchasing Requests, verifies invoices cross match to Purchase Order and receiving report.
- Works closely with the bureau of Support Services and the Office of Comptroller to ensure timely processing of purchase orders and invoices.
- Prepares budget estimates and other fiscal and statistical reports, and monitors budget expenditures.
- Prepares Training forms and coordinates training for the Information Technology staff with Treasury's Training bureau.
- Insures adherence to administrative standards through maintenance of control systems.
- Reviews correspondence, news sources, technical literature, and departmental activities, and informs superior of significant developments and problems.
- Collects, interprets, analyzes and summarizes information to be used as a basis for executive action.
- Performs related work as required.

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## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of modern office practices, procedures, and equipment.
- Knowledge of the procurement code.
- Knowledge of the principles of governmental accounting, statistics, and public personnel administration.
- Ability to gather, assemble, correlate, and analyze facts and devise solutions to administrative problems.
- Ability to comprehend program goals, objectives, and operations, and to relate these to administrative analysis.
- Ability to develop, install, and evaluate administrative policies and procedures.
- Ability to apply and interpret departmental policies and procedures.
- Ability to establish and maintain effective working relationships with other administrative officials and the public.
- Ability to express ideas clearly and concisely, orally and in writing.

## **MINIMUM EXPERIENCE AND TRAINING**

Two years of experience in varied office management or staff work and bachelor's degree; OR

Any equivalent combination of experience and training.

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