

COUNTY ADMINISTRATIVE OFFICE

ADMINISTRATIVE SERVICES OFFICER

\$2,956.75 - \$3,593.98

Applications will be accepted until 4:00 p.m., December 9, 2009

DEFINITION:

Under direction, to plan, organize, supervise and participate in the administrative support functions of a County Department; to assist Department management staff with preparing and monitoring the Department budget; to perform complex administrative support functions for the County Department; to prepare administrative and budget reports; and to related work as required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Functions, programs, and policies of the County Department where assigned.
Computers and software used in Department information systems.
Principles of supervision, training and staff development.
Program development, monitoring and evaluation.
Principles of budget development and administration.
Statistical and financial record keeping methods, procedures, and techniques.

Ability to:

Plan, organize, schedule, and coordinate the administrative support functions of the Department where assigned.
Analyze Department operations and services, developing and presenting recommendations for improvement.
Provide supervision, training, and work evaluation for assigned staff.
Gather, organize, analyze, and present a variety of narrative and statistical data and information.
Assist with the development and administration of the Department budget.
Prepare administrative reports and correspondence.
Analyze situations accurately and determine effective courses of action.
Prioritize work load to meet established time lines and special requests.
Coordinate Department use of computer equipment and software.
Work within multiple time frames and deadlines.
Maintain confidentiality of materials and use discretion in sensitive situations.
Deal tactfully and courteously with the public, other County staff, and representatives of other government agencies, when explaining the functions, policies, and programs of the Department.
Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of increasingly responsible experience in performing a variety of administrative support work, including substantial experience in fiscal monitoring and reporting.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST