

## ADMINISTRATIVE SERVICES OFFICER

### DEFINITION

Under direction, performs complex difficult administrative, budgetary, systems, statistical, **contract** and other management analyses in support of activities and functions of a specified department; plans, develops, coordinates and provides for the implementation of various special projects; makes recommendations for action and assists in policy and procedure development and implementation; **supervises the work of administrative support staff**; performs related work as assigned;

### DISTINGUISHING CHARACTERISTICS

This class provides varied administrative support to an individual major County department. Duties may vary widely, depending upon the department to which assigned; however, responsibilities may include developing requests for grant funding, operations support, cost analysis, and/or policy, procedure or budget development and administration. Incumbents have considerable latitude for the exercise of independent judgment and decision-making, particularly when representing the County in meetings with other agencies, boards and commissions and community groups. **This class is distinguished from Fiscal Administrative Manager in that the latter is the first full management level, responsible for the management of people and functions.**

### EXAMPLES OF DUTIES (Illustrative Only)

- Plans, develops, coordinates, conducts and implements or directs the implementation of a variety of projects and/or programs related to the department to which assigned.
- Assesses project scope and need, determines funding requirements and alternatives and staffing requirements.
- Identifies problems, determines analytical approach, obtains and analyzes necessary information.
- Evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity or policy or procedure modifications.
- Develops implementation plans and assists in such implementation; maintains liaison with representatives of various County departments and activities.
- Coordinates or is assigned responsibility for the development and administration of the department's operating and capital improvement budgets.
- **May review, develop and administer contract and procurement of service requests; perform analyses to ensure compliance with contract requirements**
- May prepare requests for grant funds and direct the maintenance of appropriate records; prepares or directs the preparation of cost reports to various funding agencies.
- May coordinate the development and implementation of departmental computer systems and applications.
- May monitor department compliance with rules, regulations and policies of various organizations or agencies.
- Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors, the public and others; may make presentations to County or public groups.
- Provides technical assistance to others on administrative and analytical matters.
- **Evaluates employee performance, counsels employees and recommends discipline and other personnel decisions.**
- Directs and supervises the work of office support **staff** ~~on an on-going or project basis.~~

## QUALIFICATIONS

### Knowledge of:

- Functions and activities of the department to which assigned.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Public administration principles and practices, including organization, structure in a municipal setting.
- Principles and practices of budget development and administration.
- Organizational planning and capital improvement programming.
- Business computer applications, particularly as related to statistical analysis and record keeping.
- Applicable laws and regulations.
- ~~Basic~~ Supervisory principles and practices.
- Principles and practices relating to public purchasing and contract administration.

### Skill in:

- Analyzing complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
- Developing, organizing, coordinating and implementing varied projects.
- Interpreting and applying laws, regulations, policies and procedures.
- Planning, directing and reviewing the work of a support staff on a project basis.
- Preparing clear, concise and complete reports and other written materials.
- Maintaining accurate records and files.
- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### Other Requirements:

Specified positions may require ~~Must possess~~ a valid driver's license. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case by case basis.

### Education and Experience:

~~Equivalent to graduation from a four year~~ Possession of a Bachelor's degree from an accredited college or university with major coursework in business or public administration or a closely related field AND three years of professional level experience in administrative, management, operations, budgetary or similar analytical or management support work, equivalent to Department Analyst II. At least one year of supervisory experience in a public agency setting is desirable.

OR

Possession of an Associate's degree from an accredited college or university with major coursework in business or public administration or a closely related field AND five years of professional level experience in administrative, management, operations, budgetary or similar analytical or management support work, equivalent to Department Analyst II. At least one year of experience in a public agency setting is desirable.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.