

ADMINISTRATIVE SERVICES OFFICER

DEFINITION:

Under general direction, to be responsible for the organization and administration of an Administrative Division; to coordinate budget request preparation, appropriation, expenditure and fiscal management of department resources; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for a wide variety of complex administrative and business management processes, procedures and policies within an administrative division of a large county department; the incumbent advises and assists the Director in fiscal management and control, implementing effective systems to provide for changing requirements of major programs and is expected to exercise considerable independent professional judgment in solving significant problems related to major administrative and business activities.

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs and coordinates the Administrative Division of a County department; develops and executes financial control systems;
- Manages various budget units; analyzes accounting requirements and develops accounting systems;
- Maintains responsibility for budget preparation and operating controls;
- May become involved in the future development of a program, activity, or division of a department, including planning expansion, improvements and priorities for multiple work locations and a large number of employees;
- Develops information systems which insure awareness of budgets, revenues, and resultant expenditures; may conduct comprehensive cost benefit analyses;
- Administers financial appropriations/instruments for compliance and accounting functions;
- Directs, implements and revises record storage, program content, statistical and financial systems and procedures for EDP equipment;
- Reviews, interprets and recommends Implementation and control procedures to comply with directives from various sources;

- Conducts and coordinates studies and analyses in relation to administrative operations and procedures and formulates and prepares recommendations of the same;

ESSENTIAL FUNCTIONS: (continued)

- May make written and verbal presentations to a wide variety of people, including professionals on technical and complicated subject matter;
- Works through staff to insure effective operation of various office units;
- Represents the department as assigned by the Director;
- Develops and writes business correspondence of a complex nature, including policy and program analysis;
- Assists administration with personnel functions; plans, assign and evaluates the work of subordinates;
- Consults with department heads and other County officials to provide administrative guidance;
- May be required to negotiate terms and conditions of various service contracts;
- May monitor and evaluate the performance of outside contract
- Consultants providing services for the department;
- May provide liaison for review, evaluation, recommendation and implementation of administrative procedures to integrate agency changes in matters affecting accounting, claiming and reimbursement practices.

OTHER FUNCTIONS:

- Performs other job-related duties as required.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

EMPLOYMENT STANDARDS:

Completion of a Bachelor's Degree in Business of Public Administration or a closely related degree and three (3) years increasing experience in a managerial, administrative or staff capacity performing administrative tasks involving budget preparation, personnel analysis, reporting systems, data processing, or in closely related work requiring substantial knowledge of statistical, fiscal, or accounting methods. A Master's Degree in Business or Public Administration may be substituted for one year of the required experience.

LICENSE: Valid Class III California Motor Vehicle Operator's License

Knowledge of: accounting, budgeting procedures and fund accounting; the application of modern business and public administration principles to problems of office management; appropriate legislative codes or guidelines;

Ability to: supervise complex accounting functions; interpret laws and regulations and apply them in practical applications; draw up budgets, work under pressure, make comprehensive reports and work harmoniously and effectively with division heads and others; handle complaints judiciously; use tact, integrity, initiative and good judgment in a variety of difficult administrative situations; supervise and train subordinate staff and supervisors, and to win the confidence and respect of associates; communicate clearly and concisely, orally, and in writing.

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