



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Administrative Assistant Fiscal, Program, Administrative	CLASS CODE	GN15
Department:	Various	UNIT	MM
Reports to:	Varies	FLSA Status	Non Exempt
Board Approval	Shannon II:6/2000 Rev 6/07, Revised 11/27/12	RANGE	20

JOB SUMMARY

Provide responsible para-professional assistance in the analysis, implementation and monitoring of specific programs, administrative operations, and/or fiscal services; and provide highly responsible administrative staff assistance including conducting specific and moderately complex analyses of a wide range of department activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management; may receive technical and functional supervision from other administrative or professional personnel.

May exercise direct supervision over assigned secretarial and clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

When assigned to fiscal operations:

Assist in the preparation of a departmental and/or program budget; prepare budget recommendations relative to assigned areas of responsibility; research past expenditures and project next year increases.

Research possible revenue sources; prepare budgets and provide recommendations related to assigned areas of responsibility; research past and current expenditures in order to project the estimated future expenditures; develop and continually monitor grants and contracts to insure constant revenue flow.

Perform para-professional and technical analysis and monitoring of department grants and contracts.

Prepare program area policies, goals and procedures relative to fiscal control; collect and compile relevant data supporting recommendations; implement policies and procedures.

Develop new program elements and program modifications related to area of assignment to meet stated goals and objectives.

Monitor and coordinate the daily operation of assigned project or program area; perform fiscal detail work and maintain appropriate records and statistics.

Provide analyses of a wide range of program activities related to area of assignment.

Conducts surveys and performs complex research and statistical analyses as requested; prepare related reports.

When assigned to a specific program area:

Plan, organize and direct operations related to assigned program area such as housing, legal, personnel, safety, and collections.



COUNTY OF LASSEN JOB DESCRIPTION

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for specific area of assignment; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in work related to assigned program area.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare various reports on operations and activities.

Develop new program elements and program modifications related to area of assignment to meet stated goals and objectives.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for personnel, materials and equipment; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Monitor and coordinate the daily operations of assigned program area; perform technical duties related to assigned area; maintain appropriate records and statistics.

Conduct analyses of a wide range of related program or operational activities; conduct surveys and perform moderately complex research and statistical analyses; prepare related reports.

Compile and/or create materials and prepare reports, manuals and publications.

Coordinate activities with and provide information to outside contractors and service providers.

Respond to complaints and requests for information from the public and department staff.

When assigned to administrative operations:

Direct office management functions that include supervision of other clerical and administrative staff.

Coordinate data processing needs.

Provide responsible administrative staff assistance including conducting analyses of a wide range of department activities.

Assist in formulating department policy, goals and procedures; collect and compile relevant data supporting recommendations; implement policies and procedures.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.

Conduct surveys and perform moderately complex research and statistical analyses as requested; prepare related reports.

Plan, organize and direct office management functions that may include supervision of others; coordinate data processing needs.

Compile and/or create materials and prepare reports, manuals and publications.

Coordinate activities and provide information to outside contractors and service providers.

Respond to complaints and requests for information from the public and department staff.

Compile and/or create materials and prepare reports, manuals and publications.



COUNTY OF LASSEN JOB DESCRIPTION

Provide information to outside contractors and service providers; prepare and publish requests for proposals and bids to the public; prepare contracts and programs for Board of Supervisors approval.

Respond to complaints and requests for information from the public and department staff.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Experience:

Four to six years of highly responsible administrative experience providing support to a high level administrator. At least two of the years must be in an area relating to major responsibility. One year experience in lead or senior level work required.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management, or a related field.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of business letter and report writing.

Applicable Federal, State and local laws and regulations related to area of assignment.

Principles of community relations.

Basic financial/budgetary systems and procedures.

Basic statistics and quantitative analytic techniques.

Modern office procedures, methods and computer equipment. Common word processing and spreadsheet software for personal computers.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of work safety.

Ability to:

Learn the operation, policy and procedures of assigned department or office.

Work independently with little or no supervision.

Perform a wide variety of administrative duties on behalf of a high level administrator with little or minimal supervision.

Use a computer and a variety of other office machines. Learn specialized computer programs.

Interpret and apply pertinent Federal, State, and local laws, codes and regulations.



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Supervise, train, and evaluate assigned staff, as necessary.

Analyze situations accurately and develop effective courses of action.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, prioritize, problem solve, remember, understand, explain, and count.

Observe, identify and solve problems of office operations and procedures; understand, interpret and explain Department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Plan, assign and supervise the work of others.

Perform administrative detail work.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Additional Info

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.