

CLASS SPECIFICATION



CLASS: Administrative Services Officer
ALLOCATION: County-Wide
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented / Management

ESTABLISHED: March 2009
REVISED: October 2022

JOB SUMMARY:

Under general direction, plans, organizes, directs and coordinates the financial and administrative service activities including areas such as human resources, contract administration, grants management, purchasing, facility management, information technology, legislative and regulatory compliance, and/or office management, for a division within a large department or a small department; develops, organizes and manages programs or projects; coordinates and assists management in the development and preparation of complex budgetary, fiscal and financial reports; and performs other duties as assigned.

CLASS CHARACTERISTICS:

The Administrative Services Officer (ASO) is a professional level mid-management classification assigned to County divisions/departments to plan, develop, and implement budget and accounting/fiscal operations, in addition to administering other administrative services operations. Employees in the ASO classification independently administer assigned administrative services operations; demonstrate independent judgment in selecting methods and techniques for obtaining solutions; and/or serve as a professional-level resource for financial, budgetary, and/or related services and programs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned services and programs. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail. The ASO is distinguished from the Administrative Services Manager in that the latter manages a larger budget with a variety of accounts, trusts, contracts, and/or grants, is funded from multiple sources such as enterprise, capital, and/or internal service funds; and is actively involved in the management of departmental operations.

EXAMPLES OF DUTIES:

Essential:

- Plan, supervise, and participate in administrative services for assigned department/division, which may include human resources, contract administration, grants management, purchasing, facility and fleet management, information technology, legislative and regulatory compliance, and/or office management.
- Assist in the development and implementation of department/division goals and objectives; establish schedules and methods for assigned administrative services functions.
- Plan, prioritize, assign, supervise, and review the work of assigned clerical and/or technical staff; provide and/or coordinates staff training; provide proactive and informational performance feedback to employees on an on-going basis; conduct performance evaluations in a timely and effective manner; provide recommendations on hiring, demotion, and employee discipline.
- Manage the collection and preparation of detailed budgets; perform budget revenue and expenditure analysis review and makes recommendations; prepare detailed quarterly financial reports for various internal and external agencies; maintain continuous review of expenditures and revenue.
- Administer and participate in division/department accounting/fiscal operations including accounts receivable, accounts payable, payroll, and fiscal record-keeping and reporting.
- Coordinate fiscal activities with the state and federal agencies/funding sources, the State Controller's Office, the County Administrative Office, and other County departments/divisions as necessary and as appropriate.
- Analyze alternatives and makes recommendations regarding such matters as organizational structure, staffing, facilities, and productivity, and policy and procedure development and implementation.
- Conduct or direct and evaluate complex studies pertaining to a variety of administrative and operational problems, and develop and implement effective solutions.
- Ensure fiscal and administrative functions comply with applicable Federal, State, and local laws, regulations, and ordinances.
- Research and prepare a variety of technical, statistical and narrative reports, correspondence and other written materials; prepare and submit reports to various regulatory agencies.

- Represent the department or agency to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Coordinate and oversee the payroll function; ensure conformance to the established guidelines and procedures; research discrepancies of payroll information and/or documentation; interpret and explain the provisions of applicable law, rules, and policy to inquiring parties; approve information and instructions prepared by payroll staff; and formulates policies and procedures for unique or complex payroll situations.
- Actively participate as a member of the department's management team including recommending, designing, and coordinating changes to departmental business practices related to budget management, accounting/fiscal operations, and assigned administrative services programs/functions, in compliance with County-wide established processes, policies, and procedures and regulatory and legislative requirements.
- Maintain data, records, and documentation on manual and electronic information systems; analyze possible software applications to a variety of fiscal and administrative processes.
- Answer questions and provides information to the public; investigate complaints and recommend corrective action as necessary.
- Maintain awareness of and participates in external professional activities and resources to ensure a high level of professional standards are applied to service delivery within the assigned department/division.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a County motor vehicle.
- Uses standard office equipment, including a computer, in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public administration, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organizational development.
- Principles and practices of management necessary to plan, organize, assign, train, review and evaluate the staff and functions of the financial and administrative operations of assignment.
- Principles and practices of government budget development and administration, accounting and financial recordkeeping.
- Generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and reporting procedures.
- Methods, principles and practices of leadership, motivation, team building and conflict resolution.
- Federal and State grant procedures and management.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned area(s) of responsibility.
- Modern office practices, methods, computer equipment, and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skill in:

- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans.
- Interpreting and applying provisions of Federal, State, legislations, rules and regulations pertinent to the administration of a public department.
- Preparing, reviewing and approving comprehensive analyses and reports, policies, procedures, correspondence and other written materials.
- Planning, training, reviewing and evaluating the work of assigned staff, including setting and evaluating performance standards.
- Preparing and directing the preparation of multiple, complex departmental and grant budgets; complex and diverse claiming processes and audit reviews.
- Explaining, interpreting and applying County and department policies, procedures, rules and regulations.

- Maintaining accurate records and files and making accurate arithmetic and statistical calculations.

Ability to:

- Collaborate on topics involving many stakeholders with competing priorities and interests.
- Organize own work and the work of others; manage multiple projects / programs and meet critical deadlines.
- Effectively manage, train, develop and motivate subordinate staff.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Plan, organize and evaluate the complex financial and administrative operations of assignment, including assisting with developing and implementing goals, policies, procedures and work standards for the financial and administration function.
- Reason both deductively and inductively.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain effective working relationships in a diverse work force and community.
- Communicate clearly and concisely in both oral and written forms.
- Prepare clear and concise written correspondence and reports.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Employees work in a typical office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- May be required to attend meetings outside the normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- Respond to emergency situations during weekends, holidays, and other off hour shifts.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Accounting, Business Administration, Economics, Finance, Public Administration or related field and three years of progressively responsible professional experience in accounting, statistical, operational, or financial analysis which has included two years as a lead on a project or day-to- day basis. *Candidates with strong experience who lack the degree are encouraged to apply. Relevant experience can be substituted for the education on a year-for-year basis.*

PREFERRED: In addition to the minimum, additional years of experience as defined above in a public agency setting and supervisory or management experience in accounting, statistical, operational, or financial analysis.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head
Date:

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____

EEOC: A
WC: 9410

Established: March 2009
Revised: July 2019, October 2022