

CLASS SPECIFICATION



CLASS: Assistant Administrative Services Director
ALLOCATION: Administrative Services Department
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: September 2023

JOB SUMMARY:

Under administrative direction, assists the Administrative Services Director in planning, organizing and administering all phases of a Countywide administrative services and purchasing program, which includes facility acquisition, equipment and supplies purchases, countywide information technology services, facilities management, capital improvements, purchasing/contract coordination, custodial services, and mail services. Also assists the Administrative Services Director in the assigned role of OES Logistics Chief under the County's approved SEMS system; shares in providing administrative oversight for grant administration; provides expert professional assistance to County management staff in areas of expertise; act as a Director designee or in the Director's absence; and performs related work as assigned.

CLASS CHARACTERISTICS:

This is a single executive management level classification. This position reports directly to the Administrative Services Director and is responsible for assisting in planning, overseeing, managing, and directing all activities of the Administrative Services Department. Responsibilities include coordination with management staff and other County departments and governmental agencies to manage and accomplish the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines. This class is distinguished from the Administrative Services Director in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures.

EXAMPLES OF DUTIES:

Essential:

- Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the department; direct the preparation and administration of the department's budget.
- Plan, organize, administer, review and evaluate the activities of professional, technical, and office support staff, directly or through subordinate supervisors.
- Contribute to the overall quality of the department's service provision by developing, reviewing, recommending and implementing improved policies and procedures.
- Confer with and represent the County with members of the County Board of Supervisors, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Plan, develop and direct a comprehensive, multi-year capital improvement plan and act as project administrator on major capital projects.
- Assist the County Administrator, Treasurer-Tax Collector and County Auditor with capital financing analyses.
- Administer all activities related to the maintenance and repair of County buildings and grounds, including custodial services.
- Manage the coordination of the Information Technology Division programs, plans and operations between technology divisions and County departments; allocate resources, decide methods, systems, processes and controls for effective execution of approved program plans and ensure service quality levels.
- Direct and participate in strategic and tactical planning to ensure the IT Division supports County Departments' information technology needs and to further the County's Strategic Plan.
- Plan, develop, and direct the services needed by county staff and the community in disaster emergency situations as OES Logistics Chief.
- Manage, coordinate and direct the installation, operation and maintenance of telecommunications equipment and facilities; implement telecommunications projects to effectively utilize voice, video and data communications networks and services.
- Administer County contracts, purchasing support, infrastructure, software, licenses and related central services activities.
- Prioritize and allocate available resources; review and evaluate program and service delivery, make recommendations for improvements and ensure maximum effective service provision.

- Direct the selection of staff and provide for their training and professional development; interpret regulations and County policies and procedures to employees; ensure effective morale, productivity and discipline of departmental staff.
- Conduct analytical studies; develop and review reports of findings, alternatives and recommendations; direct the maintenance of accurate records and files.
- Prepare and direct the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Monitor and interpret changes in laws and regulations related to the various general services functions; evaluate their impact upon County activities and develop and implement policy and procedural changes as required; draft changes and implement after approval.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and inspects various sites.
- Act as department representative in emergency or disaster response activities.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public administration and management of a multifaceted internal service local government agency; also, facilities management, including space allocation, leasing, security and accessibility compliance.
- Principles and practices of public administration related to the management of computer systems operation and support, local and wide area data communications and a variety of telecommunications systems.
- Principles and practices of information technology development, contracts and public purchasing, and emergency disaster response.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.
- Applicable laws, codes and regulations.
- Several information technology business elements through direct experience.
- Record keeping and report preparation principles.
- Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals, as well as public and private agencies and organizations.
- Techniques for making effective public presentations.

Skill in:

- Planning, organizing and administering a broad general services program.
- Administering programs and staff directly and through subordinate supervision.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Providing for the training and professional development of staff.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining or directing the maintenance of accurate records and files.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Preparing and administering a department budget.
- Analyzing, evaluating and modifying purchasing methods and procedures

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- Interpret, apply and explain applicable laws, codes and regulations.
- Organize own work, manage multiple projects/programs and meet critical deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Promote teamwork in the department and within county government.
- Accept criticism and deal calmly and effectively with high stress situations.

- Serve as a countywide technical adviser regarding information technology and business continuity.

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, bend, kneel, crouch, reach, twist and climb stairs to access the work environment including 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.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

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

Work Environment:

- Generally a typical office environment.
- Attend meetings outside of normal working hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County 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 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.
- DMV printout prior to hire.
- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-hours 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 Public or Business Administration, Economics, Engineering, Computer Science or a related field and four (4) years of supervisory or management experience related to the work.

PREFERRED: In addition to the minimum, possession of an advanced degree in a related field and additional years of progressively responsible experience in administrative or general services with at least two (2) years of project management experience.

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

EEOC:
WC:

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Established: February 2007
Revised: September 2023

Signature: _____