

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Administrative Services Officer I
ALLOCATION: County-Wide
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: March 2009

JOB SUMMARY:

Under general direction, plans, organizes, directs and coordinates the financial and administrative service activities for a division within a large department; provides administrative support to a division manager; develops; organizes and manages programs or projects in specialty area; coordinates and assists management in the development and preparation of budgetary, fiscal and financial reports; and performs other duties as assigned.

The ASO I is a professional level mid-management classification in the Administrative Services Officer series.

CLASS CHARACTERISTICS:

Positions in the Administrative Services Officer series are characterized by responsibility for preparing and administering a divisional budget in a large department, supervising technical and administrative support activities, and conducting analyses to solve management problems. The level of position in the Administrative Services Officer series is dependent upon the responsibility and complexity of assignment, the variety and complexity of divisional programs, the nature of the budget and fiscal program, the nature of the administrative activities, the nature of management analysis activities, and the level of authority delegated by the department head. The ASO I and ASO II are not flexibly or alternately staffed positions.

This position reports directly to a division manager classification. Incumbent(s) at this level, oversee a few programs within a division of a large department, including fiscal activities of average complexity and responsibility. This class is distinguished from the Administrative Services Officer II by (1) having less complexity and responsibility and fewer assigned functional responsibilities due to the size of functions of the division, (2) less authority delegated, and fewer classes of subordinates supervised and (3) is not assigned the authority to act for the department head and does not report to the department head.

EXAMPLES OF DUTIES:

Essential:

- Determines production standards and ensures uniform procedures; assists in the development and implementation of improvements and practices of assigned programs within a division through the use of research and analysis; makes decisions on procedures, forms, workflow and equipment use; prepares and/or supervises the preparation of operating manuals, organization and workflow charts.
- Plans, organizes, assigns, trains, reviews and evaluates the activities of technical and administrative support staff directly; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the division.
- Assists in the formulation and preparation of a divisional budget within a large department; performs budget revenue and expenditure analysis review and makes recommendations; prepares detailed quarterly financial reports for various internal and external agencies; maintains continuous review of divisional expenditures and revenue.
- Coordinates a division's purchasing activities, including the preparation and distribution of requests for proposals for professional services and construction materials; analyzes proposals and negotiates and administers resulting contracts.
- Assists in the development of a division's fiscal and administrative goals, policies and procedures; identifies new and/or modified administrative or operational support systems; recommends changes to increase the efficiency and effectiveness of the division.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, productivity, and policy and procedure development and implementation.
- Coordinates and manages the division's fiscal and accounting activities; oversees inventory activities and ensures accurate records maintenance.

- Consults with the division manager in the formulation of administrative policies, and assumes the responsibility for the implementation of policies.
- Ensures the division's fiscal and administrative functions comply with applicable Federal, State, and local laws, regulations, and ordinances.
- Acts on behalf of the division manager in matters related to financial and administrative activities.
- Researches and prepares a variety of technical, statistical and narrative reports, correspondence and other written materials; prepares and submits reports to various regulatory agencies.
- Represents the department or agency to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Builds and maintains positive working relationships with co-workers, County employees and the public using principles of good customer service.
- Coordinates and oversees the division's payroll function; ensures conformance to the established guidelines and procedures; researches discrepancies of payroll information and/or documentation; interprets and explains the provisions of applicable law, rules, and policy to inquiring parties; approves information and instructions prepared by payroll staff; and formulates policies and procedures for unique or complex payroll situations.
- Enters and retrieves data from electronic data processing systems; establishes and updates information, generates reports and correspondence and communicates the information with others.

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 work.

EMPLOYMENT STANDARDS:

Knowledge of:

- 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 a division within a large department.
- Methods, principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of public administration, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organizational development.
- Principles and practices of government budget development and administration, accounting and financial recordkeeping.
- Principles and practices of contract administration.
- Federal and State laws, rules and regulations pertaining to governmental financial accounting and budgeting.
- Modern office procedures and computer equipment.

Skill in:

- Planning, training, reviewing and evaluating the work of assigned staff, including setting and evaluating performance standards.
- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans.
- Interpreting and applying provisions of Federal, State and local 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.
- Explaining, interpreting and applying County and department policies, procedures, rules and regulations.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Maintaining accurate records and files and making accurate arithmetic and statistical calculations.
- Communicating clearly and concisely, both verbally and in writing.

Ability to:

- Effectively manage, train, develop and motivate subordinate staff.

- Use initiative and independent judgment within general policy guidelines.
- Analyze and evaluate financial, budgeting and administrative problems and implement effective solutions.
- Plan, organize and evaluate the financial and administrative operations of a division, including assisting with developing and implementing goals, policies, procedures and work standards for the financial and administration function.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships in a diverse work force and community.
- 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:

- Generally a typical office setting.
- 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 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 a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.

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 a field related to the work and three years of progressively responsible professional experience in accounting or financial analysis.

Candidates with strong experience who lack the degree are encouraged to apply.

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 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.

Dept Approval: _____
Date: _____
Department Head

Personnel Approval: _____
Date: _____
Analyst

Signature: _____

Signature: _____