



# COUNTY OF GLENN



Is recruiting for a

## ADMINISTRATIVE SERVICES OFFICER

### **DEADLINE TO APPLY**

**Wednesday, July 6th, 2022**

### **COMPENSATION**

**\$2,383.20-\$2,896.80 Bi-weekly**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

Mid Managers Summary of Benefits

### **THE SELECTION PROCESS**

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### **Promotional – only for Current Glenn County Employees**

### **THE POSITION**

This position performs a wide variety of routine to complex analytical and administrative support duties and/or to manage daily operations of a divisional or departmental program. Administrative Services Officer is distinguished from that of Administrative Assistant by the scope and complexity of the duties and responsibilities assigned. Administrative Services Officers in staff support positions perform administrative duties that impact total departmental operations. When assigned to manage departmental programs, incumbents are responsible for directing daily operations of the program, including supervision of program clerical and/or technical staff. This position is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will have the ability to Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

### **WHAT YOU'LL DO**

- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the program to which assigned; provides or coordinates staff training. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations.
- May administer or assist in administering assigned grant programs and ensure compliance with grant requirements.
- Conducts research related to assigned programs; analyzes findings; prepares recommendations, reports and necessary correspondence; presents reports to appropriate agency, committee, Board and/or County staff.
- Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors and approves expenditures; prepares fiscal reports and updates.

A complete job description and list of duties can be found at  
[www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to prepare and administer a budget.
- You have knowledge of organization, fiscal and personnel management.
- You are able to establish and maintain cooperative working relationships with those contacted during the course of work.
- You have knowledge of principles of supervision, training and performance evaluation.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

Two years of responsible program development and administrative experience, preferably in local government. Additional qualifying experience may be substituted for the required education in a year-to-year basis to a maximum of four years.

### **EDUCATION:**

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or related field.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Wednesday, July 6th, 2022

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- |   |                |
|---|----------------|
| • A Glenn County Employment Application | • Résumé       |
| • Transcripts and/or Certificates       | • Cover Letter |

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.