



COUNTY OF MONO

JOB ANNOUNCEMENT

CLOSING DATE:**06/14/2017****ADMINISTRATIVE SERVICES****SPECIALIST****Bridgeport, CA****SALARY**

Range: 69 \$4535 - \$5513

The County of Mono is accepting applications for an Administrative Services Specialist for the Office of the District Attorney – North County Branch located in Bridgeport, CA.

Examples of Duties: Plans, organizes, and performs a variety of Department/unit/County-wide program operations and support work; may be assigned to highly specialized area critical to Department/unit/county-wide functions such as fiscal tracking, budget development and administration, human resources, assessment role development and maintenance, department administrative support, or other area critical to County administration and services, depending upon an incumbent's background, skills, and knowledge; may be assigned to supervise and evaluate the work of office and technical support staff, including scheduling and reviewing work assignments; provides training and consultation on program and work procedures and problems to other County and Department/unit staff; may analyze Department and/or program administrative functions and operations, developing recommendations on staffing requirements and work responsibilities; assists Department/unit/County-wide program management with preparation, review, and monitoring of the Department budget; develops and analyzes information and prepares special Department/unit/County-wide program and fiscal reports; prepares Department payroll documents; has responsibility for planning and performing a variety of administrative programs/projects as assigned; plans, organizes, and participates in the development Department computerized information ; provides a variety of fiscal and administrative support for Department programs through the review of financial documents, payroll records, claims, and statistical data; supervises and monitors the preparation of invoices, travel authorizations, warrants, receipts, and other items; monitors on-going fiscal expenditures, revenues, fund transfers, and purchase orders; prepares budget transfer requests; prepares Department/unit/County-wide agenda items for submission to the County Board of Supervisors by appropriate management staff; prepares and reviews program fiscal and/or operating and information reports for submission to requisite government agencies; serves as a liaison between the Department/unit/county-wide program and other County departments and units; may provide specialized and/or confidential administrative support for assigned management staff.

Knowledge of: In-depth knowledge of the functions, programs, and policies of the County Department/unit/County-wide program where assigned. Computers and software used in Department and County information systems. Principles of supervision, training, and staff development. Program development, monitoring, and evaluation. Strong knowledge of the principles of budget development and administration. Statistical and financial record keeping methods, procedures, and techniques. Techniques for the development and analysis of a variety of specialized information, as well as information and report presentation and development. Program policies and operation requirements in the County Department/unit/County-wide program where assigned.

Ability and willingness Plan, organize, schedule, coordinate, and perform most highly specialized administrative support, fiscal support, and/or program operation functions of a County Department, major organizational unit, or County-wide program. Provide supervision, training, and work evaluation for assigned staff, as necessary. Gather, organize, analyze, and present a variety of narrative and statistical data and information. Assist with the development and administration of the Department/unit/County-wide program budget. Prepare administrative reports and correspondence. Analyze situations accurately and determine effective courses of action. Prioritize work load to meet established time lines and special requests. Work within multiple time frames and deadlines. Prepare, maintain, and submit complex fiscal and/or statistical records to appropriate County Departments and other government agencies, as assigned. Maintain confidentiality of materials and use discretion in sensitive situations. Deal tactfully and courteously with the public, other County staff, and representatives of other government agencies, when explaining the functions, policies, and programs of the Department/unit/County-wide program. Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Five years of increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting. Either a strong financial and/or legal background is preferred but not required.

Application Process: For a complete job description and application visit the Mono County Website: www.monocounty.ca.gov.

All completed applications: All application must be received by the closing date – June 14, 2017 at 5:00 pm.

COUNTY OF MONO**COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES** P.O. Box 696 ~ Bridgeport, California 93517**E-mail:** hr@mono.ca.gov(760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov