

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

TO APPLY

Application materials should be returned to:

County of Mono, Human Resources
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

**PUBLIC HEALTH
FISCAL & ADMINISTRATIVE
SERVICES OFFICER I/II**

FINAL FILING DATE:

Open Until Filled

SALARY:

**Level I Range 75
\$70,308 - \$85,460/year**

**Level II Range 79
\$77,607 - \$94,332/year**

Equal Employment Opportunity Employer

THE POSITION

The Mono County Health Department is recruiting for the position of Public Health Fiscal and Administrative Officer I/II. This is a full-time position (40 hours per week), based in Bridgeport.

This is a highly specialized and diverse administrative/fiscal classification for planning, organizing, coordinating, and performing administrative support, fiscal support, and program operation functions of the Public Health Department. This position includes supervisory responsibilities for the day-to-day direction and oversight of fiscal support staff.

The incumbent works with Department and other County staff to develop, monitor and revise the annual Department budget per County policy, as well as develop budgets for programs and grants within the Department.

This position works closely with State and Federal agency staff to administer programs in a rapidly changing environment. The incumbent must stay current on State legislation that may affect revenues or administration of grants and programs. The incumbent may be required to develop new procedures as new sources of revenue are identified.

The Public Health Department also includes Environmental Health functions. This position will be involved with permitting, revenue billing and collection, software updates and other tasks.

QUALIFICATIONS

Ability & willingness to:

- Plan, organize, schedule, coordinate, and perform most highly specialized administrative support, fiscal support, and program operation functions of the Public Health Department.
- Provide supervision, training, and work evaluation for assigned staff.
- Gather, organize, analyze, and present a variety of narrative and statistical data and information.
- Develop and administer department, grant and program budgets.
- 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.
- 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 Public Health Department.
- Establish and maintain cooperative working relationships at the County and State level.
- Support and follow the Public Health Department's goals, guiding principles, and Mission-Vision-Values Statement.

Minimum Requirements:

Level I: Bachelor's Degree preferred from an accredited college or university with major course work in finance, accounting, economics, or related field **-OR-** High school graduate or equivalent with 3 years of increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting.

Level II: Requirements of Level I **-AND-** 2 years work experience in a similar position including supervision, grant management, budgeting, auditing, and cost accounting.

THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume, and cover letter describing your fiscal and reporting experience, including grant management, budgeting, auditing, and cost accounting.

PHASE 2: The exam process will include an oral interview.

Photo: © Greg Newbry

