



## Fiscal and Administrative Services Officer I/II

<b>FLSA:</b> Non-Exempt	<b>Bargaining Unit/Contract:</b> MCPE	<b>Reports to:</b> Department Head
<b>Location:</b> Bridgeport/Mammoth	<b>Salary/Level:</b> 75-79	<b>Position Type:</b> Full-Time
<b>EEO Category:</b> 5	<b>BOS approval Date:</b>	<b>Last Revision:</b> 05/2024

### Description of the Levels

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous level.

**Note:** Factors that may distinguish between entry and journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee’s related experience, and education, and certifications. Other factors may include the type, nature, scope, and complexity of the assigned work. Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.

### About the role

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Under direction, to plan, organize, coordinate, and perform in the most highly specialized administrative support, fiscal support, and/or program operation functions of the department; to assist the department management staff with preparing and monitoring the Department and County budget; to perform complex administrative support, fiscal support and/or program operation functions requiring in-depth knowledge of the County services, policies, and programs of the Department; to prepare administrative, program, and/or fiscal reports, specialized documents, and other items necessary; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a highly specialized and diverse administrative/ fiscal classification for planning, organizing, coordinating, and performing administrative support, fiscal support, and/or program operation functions of the Department. An incumbent in this class may be assigned supervisory responsibilities for the day-to-day direction and oversight of administrative support staff.

The incumbent works with the 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.

The incumbent must work closely with State/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 incumbent will be involved with perming, revenue billing and collection, software updates and other tasks. The incumbent supervises and trains staff and oversees daily operations, and must be able to step in when needed to assist the public, process vital records, answer phones, etc.

**Level I:** Three years of increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting.

**Level II:** Three years of increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting.

**-AND-** 2 years' work experience in a similar position including supervision, grant management, budgeting, auditing, and cost accounting.

#### **CLASSIFICATIONS SUPERVISED:**

May directly supervise staff and provide lead direction to other staff as assigned.

#### **EESENTIAL DUTIES AND RESPONISBILITIES**

- Coordinates the development, preparation, and revision of the annual budget and program related budgets.
- Prepare requests for payment for various grants and programs.
- Monitor and assess programs, services, and operations for financial and operational efficiency.
- Review staff time studies for accuracy and suggest changes if needed to align with budgets.
- Prepare required reports and documents as needed for County/State/Federal agencies.
- Maintain current knowledge of laws, codes, rules, regulations and legislation related to **Public Health**-Mono County; assist in the implementation of legislative changes.
- Supervise and train staff on daily operations.
- Reconcile expenses and revenues to County records.
- Prepare journal entries.
- Prepare inter-departmental transfers of revenues and expenses.
- Controls and reviews expenditures in accordance with established limitations.
- Assist in the development and implementation of contracts and purchase orders.
- Bi-weekly payroll reporting.
- Prepare fee schedule updates as required.
- Coordinates end of year accounting activities with the County Finance Department.
- Assure that fiscal activities comply with established standards, requirements, policies and procedures and work with County/State auditors as required.
- ~~○ Process vital records (birth certificates, death certificates, amendments, disposition of human remains) when needed.~~
- Answer phones, greet clients, process payables and receivables when needed.
- Assist with software upgrades at the county/state/grant level as needed.

## **DESIREABLE QUALIFICATIONS**

### **Knowledge of:**

- Basic accounting principles.
- Principles of Budget development and administration.
- State/Federal grant/program administration.
- Principles of supervision, training, and evaluation.
- Program development, monitoring, and evaluation.
- Computers and software used in department and county information systems.
- 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 repose to presentation and development.

### **Ability to:**

- ⊖ Plan, organize, schedule, coordinate, and perform most highly specialized administrative support, fiscal support, and/or 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 workload to meet established timelines and special requests.
- Work within multiple time frames and deadlines.
- Prepare, maintain, and submit complex fiscal and/or statistical records and reports.
- 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.
- Establish and maintain cooperative working relationships at the county and state level.
- Use office equipment and Microsoft software programs.
- Support and follow the Department's goals, guiding principles, and Mission-Vision-Values-statement.

## **EXPERIENCE AND EDUCATION:**

### **All levels:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

**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:** 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 Fiscal and Administrative Officer I/II increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting.

**-AND-** 2 years' work experience in a similar position including supervision, grant management, budgeting, auditing, and cost of accounting.

### **TYPICAL PHYSICAL REQUIREMENTS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodation will be made for individuals on a case-by-case basis.

### **TYPICAL WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

#### **Typical Physical Requirements:**

~~Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communicate; use of office equipment, including computer, telephone, calculator, copiers, and FAX. (made this consistent with the positions updated for the salary survey)~~

#### **Typical Working Conditions:**

~~Work is performed in an office or telecommuting environment, continuous contact with other staff and the public. All Mono County employees are Disaster Service Workers in the event of a disaster. Incumbent may be required to drive in remote areas of the County in all weather conditions.~~

### **SPECIAL REQUIREMENTS**

Possession of a valid California driver's license.