



EMPLOYMENT OPPORTUNITY

Administrative Manager

SALARY AND BENEFITS

\$24.11-\$31.87 hourly, plus benefits package

FILING DEADLINE

5:00 p.m., May 10, 2024

DUTIES AND RESPONSIBILITIES

The Analyst position is responsible for performing professional level analytical duties involving general administrative, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data, interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional issues and alternatives; review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, and other administrative systems of average to difficult complexity; prepare correspondence; and perform other related duties as assigned. The major duties of this job include:

- Performs, coordinates, monitors, and participates in various administrative analytical functions, typically within a departmental program or administrative section
- Reviews program updates, letters, and notices for potential impact on various programs and activities; recommends and prepares policy and procedure changes to ensure compliance
- Compiles, maintains, and analyzes data; identifies trends, and makes recommendations involving the formulation of policy and procedures
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, staff development, and/or programmatic problems
- Makes presentations before committees, boards, commissions, departmental staff, advisory groups, or community groups to provide information and recommendations, advocate a position, encourage participation, and/or respond to questions
- Analyzes business process requirements and coordinates with information technology staff and/or consultants to develop automated solutions
- May plan and coordinate the design and implementation of new and revised programs, systems, procedures, methods of operation, and forms
- Compiles materials; prepares analytical reports, manuals, and publications
- Prepares public relations materials (e.g., brochures, informational materials, customer satisfaction surveys)
- Provides consultation and recommends solutions regarding research findings, organizational improvement initiatives and related issues concerning departmental effectiveness and goal attainment.
- Evaluates effectiveness through performance measure development and monitoring activities, and recommends modifications
- Collaborates with County departments and agencies on cross-functional projects

- Coordinates assigned activities with other departments, divisions, units, and with outside agencies; represents the division or department in committee meetings; responds to complaints and requests for information
- Establishes and maintains positive working relationships with co-workers, representatives of community organizations, state/local agencies and associations, internal management and staff, and the public by utilizing principles of effective customer service
- Investigates client complaints; maintains complaint-related documentation
- Plans, designs, performs, and documents quality assurance activities pertaining to staff qualifications, case activities, financial, and/or other assigned functions
- May supervise clerical and/or technical employees by assigning, monitoring, reviewing, and evaluating their work; may provide training to less experienced staff
- Performs related duties as assigned

For Fiscal Option (in addition to the general duties):

- Performs fiscal analyses and prepares recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management
- Participates in the preparation of the department's annual budget, including analysis and estimates of expenditures and analysis and projections of revenues
- Reviews financial data on an on-going basis to ensure conformance with established guidelines
- Recommends and establishes general fiscal procedures to improve department operations based on cost/benefit studies
- Assists in the fiscal and accounting oversight, monitoring, and management of contracts, grants, and other funding/expenditure sources

For Analyst Option (in addition to the general duties):

- Plans, identifies, and analyzes program administration problems and develops solutions
- Reviews existing and proposed local, state, and federal legislation/regulations for impact on department activities; consults with department personnel; develops recommendations; and prepares proposed changes
- Performs departmental quality assurance duties by reviewing casework and analyzing time studies and production analyses
- Extracts and reviews data to prepare reports consisting of specific program/caseload data to monitor progress toward goals, such as progress of Quality Improvement Plan

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Experience:

Four years of highly responsible administrative experience, of which at least two of the years must be in an area relating to major responsibility. One-year experience in lead or senior level work required.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in public or business administration or a related field. Bachelor's degree preferably in business, accounting, office management, or a related field.

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office at the address listed below or by visiting Lassen County Personnel at our website at: <http://lassencounty.org>. It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel
221 South Roop Street Ste. 3
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened: May 2, 2024

👉 GENERAL INFORMATION 👈

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.