

**ADMINISTRATIVE SERVICES ASSISTANT  
ADMINISTRATIVE SERVICES OFFICER  
ADMINISTRATIVE SERVICES MANAGER**

**DEFINITION**

This series specification describes three levels of administrative services classifications responsible for providing and/or supervising the provision of administrative services within a department; these classes typically work under the direction of a department manager, major division manager, or a higher level administrative services classification. The purpose of the series is to facilitate and support management of the department by assuming responsibility for administrative functions that can be delegated by top management.

The primary categories of administrative services provided include, but are not limited to, budget and fiscal administration, fleet management, health and safety coordination/facilitation, provision/management of facilities and equipment, vendor relations, records management, and the supervision of staff related to these functions.

**DISTINGUISHING CHARACTERISTICS**

Positions are allocated within this series based on the nature, scope and complexity of duties and responsibilities, size and complexity of department and/or budget, size and nature of staff supervised, and level of independence and accountability. Positions may have responsibility for one or for multiple administrative areas, depending on departmental assignment. The Administrative Services Manager classification/title may be assigned only with the approval of the Assistant County Administrative Officer, Human Resources.

**Administrative Services Assistant**

Under direction, independently provides administrative services of limited scope, scale or complexity, typically in a smaller division or department, or supports higher level administrative staff in more complex functions, and/or supervises a group of sub-professional staff providing support to a program or function.

**Administrative Services Officer**

Under direction, independently provides complex administrative services in one or more administrative areas, or supports higher level administrative staff by assuming responsibility for a major area of administrative services, and/or supervises a group of sub-professional support staff, or supervises professionals in administrative service.

**Administrative Services Manager**

Under direction, manages a medium sized group of professionals, technical and support personnel in administrative services and directly related functions in a large department, and independently provides complex professional administrative services.

The Administrative Services Series is distinguished from the Management Analyst Series in that the latter provides analytical staff support services to departments. Positions in this series are expected to have or develop an in-depth understanding of the functions, regulations, services and role of the department to which assigned.

**EXAMPLES OF DUTIES**

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Depending upon the nature, scope and complexity of duties and responsibilities, the employee:

## Administrative Services Assistant, Officer and Manager

1. Supervises or performs analysis of needs, arranges and coordinates the provision of equipment, office space, supplies and/or other resources for departments, projects and programs.
2. Prepares bid specifications and requests for proposals, evaluates and selects vendors, contractors and consultants, and manages and oversees contract performance.
3. Performs or supervises budget planning, preparation and justification; revenue forecasting; development and administration of systems for fiscal control, monitoring and reporting; service fee analysis and recommendation; preparation of applications, and administration of grant, bond, or other funding source monies; and assists line management in establishing costs and required resources for new programs, staff or services.
4. Plans, organizes, assigns and evaluates work, directly and through subordinate supervisors; counsels employees, appraises performance, prepares documentation, and recommends discipline or performance recognition; interviews and recommends or selects candidates for employment; provides for employee training and development; guides subordinate supervisors in a variety of supervisory and personnel actions.
5. Represents the department within areas of expertise to other County department, external agencies and regulatory/inspection staff, the public, and a variety of committees, boards, and private organizations.
6. Develops and implements departmental administrative and other systems, policies and procedures, with management review, input and approval.
7. Monitors internal and external issues and current developments affecting department/division administration, evaluates alternatives, conducts analytical studies, and develops and implements recommendations.
8. Prepares, directs preparation of, and/or reviews and approves a variety of reports, correspondence, and documents.
9. Interprets and applies policies, procedures and contracts.
10. Oversees the preparation, maintenance and reporting of a variety of records, data and statistics.

### **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### **Knowledge and Skills:**

##### **Working (Levels I & II) to Thorough (Level III) knowledge of:**

1. Principles and practice of public administration.
2. Principles and practices of fiscal management and budgeting.
3. Application process and administration of external funding sources monies such as grants, revenue reimbursements, and bond issues.
4. Principles and methods of supervision and management, including work planning, analysis, and organization; selection and evaluation of employees, and training.
5. Capabilities and applications of electronic management information systems.
6. Contract preparation, negotiation and administration.
7. Functions and operations of the department to which assigned, including applicable laws and regulations.

##### **Skill and Ability to:**

1. Plan, organize, supervise and evaluate the work of subordinate staff, directly or through subordinate supervisors.
2. Supervise and/or perform budget planning activities, revenue forecasting and the administration of fiscal controls.

## Administrative Services Assistant, Officer and Manager

2. Analyze current trends, legislation, operating issues, and complex administrative and technical problems, develop and evaluate alternatives, and formulate and implement effective solutions.
3. Develop, interpret, and apply complex regulations, policies and contracts.
4. Prepare effective reports, correspondence, and other written communications.
5. Establish and maintain effective working relationships with those encountered in the course of the work
6. Make presentations and represent the department to a variety of boards, commissions, groups, other agencies and business, and the public.
7. Develop and oversee complex recordkeeping and reporting systems.

### **REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

1. Have and maintain a valid California driver's license and satisfactory driving record, or suitable transportation approved by the appointing authority, for some specified positions.

### **EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

#### **Administrative Services Assistant**

##### Education:

Equivalent to bachelor's level coursework in public administration, finance and budgeting, systems and procedures, or a related field.

**AND**

##### Experience:

Two years of increasingly responsible administrative support and technical experience which included direct involvement in the provision of administrative services.

#### **Administrative Services Officer**

##### Education:

Equivalent to completion of a bachelor's degree in public or business administration, economics, applied social science, or a related field.

**AND**

##### Experience:

Two years of increasingly responsible administrative experience at a level equivalent to the County's Administrative Services Assistant.

#### **Administrative Services Manager**

##### Education:

Equivalent to completion of a bachelor's degree in public or business administration, economics, applied social science, or a related field.

**AND**

##### Experience:

Two years of responsible professional experience at a level equivalent to the County's Administrative Services Officer.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Personal mobility to attend meetings and work in various office locations.
2. Ability to work at a desk and/or computer, or be seated while attending meetings for extended periods of time.
3. Finger and manual dexterity in order to operate a computer keyboard.
4. Ability to stoop, reach and bend to access files, lift and carry items up to 30 pounds.
5. Vision sufficient to function in a typical office environment, including close and distance vision, and ability to adjust focus.
6. Ability to communicate verbally in a clear manner and with a volume required to respond to telephone and face-to-face inquiries/communication.
7. Hearing sufficient to distinguish and identify sounds and voices in a typical office environment.

**CLASS HISTORY**

**Administrative Services Assistant**

Class Code: 14C70  
Established Date: August, 1976  
Revised Date: April 1989  
Revised Date: September 2008  
Former Title: n/a

**Administrative Services Officer**

Class Code: 14C71  
Established Date: August, 1976  
Revised Date: December 1985  
Revised Date: September 2008  
Former Title: n/a

**Administrative Services Manager**

Class Code: 14C72  
Established Date: August, 1976  
Revised Date: April 1989  
Revised Date: September 2008  
Former Title: n/a

**CLASS DATA**

Job Group: 03  
EEO Category: P  
Workers' Comp. Code: 8810  
Bargaining Unit: X  
FLSA: E  
MOCO OT: No

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Prepared by: Gerta McClay, SPHR, IPMA-CP  
Management Specialist

Approved by:

/s/ Dianne Dinsmore

County Administrative Office

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Date