



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

ASSISTANT TO THE COUNTY ADMINISTRATOR

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: County Administration
LOCATION: Countywide
SALARY: Range 74 \$4923 \$5168 \$5424 \$5698 \$5983
(Above monthly salary are paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: To manage the day-to-day functioning of the County Administrator's office within the County Administrator department with confidentiality and discretion, including: performing and supervising the fiscal operations for the office; preparing and administering contracts, grants and Requests for Proposals; establishing and maintaining document management protocols and filing; serving as the primary point of contact for initial in-person, telephonic, electronic and written communications; managing office and departmental calendars; coordinating meetings and travel; supporting a variety of duties and responsibilities assigned to the Office of the County Administrator including but not limited to the Clerk of the Board of Supervisors and Emergency Services; and, assisting and, at times, working closely with the County Administrator and department staff on a variety assignments and special projects. Performs designated administrative services, and conducts research and analysis and/or other specialized projects/programs for the County Administrator; assists in preparation of County Budget preparation, analysis, and review in addition to preparing and monitoring office budgets. May participate in the formulation and implementation of administrative policies and procedures; serve as a liaison between the County Administrator's Office and outside organizations/agencies, community organizations, other County departments/divisions, and the public; and to function as a positive and productive team member.

DISTINGUISHING CHARACTERISTICS: This is a professional position responsible for a broad range of administrative management functions for the County Administrator that range from the mundane to highly complex and sensitive, and span multiple divisions, programs and services requiring a diversity of knowledge and skills. Although under what, at times, may appear to be close, general supervision, the position is also expected to most often work independently and effectively, and routinely exercise sound judgment, critical thinking, and defensible decision making with discretion and confidentiality. The Assistant to the County Administrator oversees and performs day-to-day fiscal/accounting operations and budget preparation/monitoring activities; develops and/or implements policies and procedures affecting departments countywide; manages fundamental office communications, filing and record-keeping; prepares and oversees Requests For Proposals, contracts, grants and related reports; writes letters and staff reports, and may prepare and clerk Board of Supervisor, committee, commission, and related meeting agendas; assists the County Administrator and other department staff with implementing a variety of department responsibilities, duties, and special projects; monitors and analyzes and prepares comments on a variety of legislation; serves as a liaison for the County Administrator's Office; may supervise assigned clerical and/or technical employees.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following: Performs a wide variety of complex, responsible, and confidential secretarial, administrative and managerial support duties for the County Administrator.

Prepares, reviews, and monitors budget(s); coordinates data collection; assists in the preparation of final budget presentation with justifications; coordinates and participates in the ongoing budget monitoring process informing the County Administrator of budget status and adjusts as necessary and as assigned. Coordinates assigned fiscal activities for the office and with other County departments/divisions as necessary and as appropriate.

Performs designated administrative services, which may include contract/grant preparation and monitoring, personnel services support, and/or office management; maintains data, records, and documentation in manual and electronic information systems; conducts a variety of administrative, productivity, and efficiency studies related to policies and procedures; budget processes; performance audits, management reviews, and administrative analyses of operational systems and procedures.

Assists in the development of administrative policies and procedures related to area(s) of responsibility; participates in the development and maintenance of operating procedures/manuals; conducts research and analyses on a variety of issues and topics requested by departments, the County Administrator, or the Board of Supervisors; researches issues, documents findings, and justifies recommendations.

Monitors, researches, reviews, and analyzes existing and new legislation and examines its effect on the County's operations; makes recommendations and provides alternatives consistent with legislative guidelines and requirements.

Assists and maintains department fiscal operations; tracks and monitors expenditures; approves payments; verifies payroll data; and, produces financial reports.

Participates in the preparation of, and administers and monitors contracts, grants and franchise agreements; verifies payments and ensures appropriate approvals are documented; monitors fiscal obligations of assigned contracts and escalates issues to appropriate resources; prepares a wide variety of correspondence, reports, legal documents, agreements, financial spreadsheets, charts, graphs, public relations/media distributions, and presentations; responds to questionnaires and surveys; establishes and maintains documentation and records as appropriate. Independently responds to letters and general correspondence of a routine nature and prepares more sensitive correspondence from notes and general direction, as appropriate; proofreads all materials and written documents originating from the County Administrative Office for grammatical and technical accuracy.

Assists in organizational reviews within the County; provides support and advice regarding strategic planning, identification of staffing needs and growth estimates to ensure consistency with County goals and priorities; identifies alternative solutions, prepares recommendations, and assists in implementing recommended and/or mandated changes.

Plans, prioritizes, assigns, supervises, and reviews the work of clerical and/or technical staff if assigned; provides and/or coordinates staff training; provides recommendations on hiring and other personnel actions as necessary and upon request.

Designs and recommends systems, procedures, forms, and instructions for internal departmental/divisional use; reviews and analyzes possible software packages for application to a variety of fiscal and administrative processes.

Conducts research and prepares correspondence, reports, and studies related to assigned administrative functions as necessary and upon request.

Staffs Board of Supervisor meetings, committees, commission, and related meetings as necessary.

Assists in carrying out departments Emergency Services and Clerk of the Board of Supervisor responsibilities.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary.

Acts as department liaison with other County Departments on all aspects of County Administration, including the budget and policy matters.

Performs a variety of administrative tasks to support the County Administrator's Office operations and/or programs; verifies and prepares requisitions, payment authorizations, and prepares necessary payment requests; manages documents; answers phones, and addresses electronic and written communications; coordinating staff calendars and time-off requests.

Screens calls, visitors, and mail; responds to requests for information; identifies which matters require personal attention by the County Administrator; interprets and explains County policies, rules, and regulations in response to inquiries; refers inquiries to appropriate resources as necessary.

Coordinates and makes travel arrangements for the County Administrator and others; maintains appointment schedules and calendars; tracks due dates and follows up as necessary; arranges meetings and conferences.

Represents the County Administrator's Office to the public as well as other County employees and managers and outside agency representatives, and at designated meetings, workshops and/or task forces as necessary, in a positive and productive manner; serves as a positive and effective team member.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Experience/Training High school graduate or equivalent with a minimum of seven years of increasingly responsible local government experience, including administrative and fiscal duties within a government agency. Up to three years of applicable private sector experience may be counted toward the seven year standard, on a year-for-year basis. A bachelor's degree or master's degree in a field of study applicable to government services may also be substituted for two or three years of the seven year experience requirement, respectively. In no case shall substitute of private sector experience and/or education eliminate the need for at least two years of government experience.

Knowledge of: Standard and accepted principles and methods of public and business administration with special reference to organization, fiscal budget, staffing, and recordkeeping; standard and accepted principles of government budget process and financial reporting tools; standard and accepted uses and applications of statistics, including calculation of mean and median; standard and accepted research techniques, including the use of surveys and questionnaires; basic principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis; basic principles and practices of County-wide operations and County administration and organization; laws, rules and regulations pertaining to local government operations in California; emergency response systems and protocols; relevant computerized systems and software, including word processing, spreadsheet, presentation, and database applications; basic principles and practices of public finance, budgeting, and fiscal control, as well as supervision, training, and performance management; standard and accepted office practices, procedures, and equipment.

Skill to: Communicate clearly, concisely, and effectively in writing and verbally. Employ critical thinking and sound independent decisions making. Demonstrate situational awareness and exercise tact, sensitivity, confidentiality, and discretion. Organize and coordinate multiple administrative services programs within a County department. Excel in managing multiple and competing priorities on schedule. On a continuous basis, read, analyze, evaluate and summarize written materials and statistical data including reports, financial reports, and budgets. Determine effective methods of research, compiling and presenting data, and doing so in form most likely to enhance understanding. Interpret and evaluate staff reports. Know pertinent laws, regulations and codes. Observe performance and evaluate staff. Problem-solve issues related to assigned functions. Remember various rules and interpret and adhere to policy. Administer policies, guidelines, and procedures in an effective manner. Perform complex mathematical and statistical calculations accurately. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Operate and utilize a variety of office equipment including computer hardware and software as assigned; plan, organize and schedule priorities for self and others in an effective and timely manner. Compile and maintain complex and extensive records and prepare routine as well as extraordinary reports.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Typical Physical Requirements: Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use a variety of office equipment and machines; occasionally run errands; lift light weight. Good memory and recall is necessary for accurate and timely transfer of data/information.

Typical Working Conditions: Most assigned work is normally performed in an office environment. Continuous contact with departmental and County staff, management, general public, individuals, and other outside organizations. Some travel may be required.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526 (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

This position will be assigned to the County Administrator's Office in Independence, California. However, the County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone) and the positions may be assigned, temporarily or permanently, to another work site based upon the needs of the County and as deemed necessary by the County Administrator. **All positions are considered countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.