

COUNTY OF GLENN



Administrative Services Analyst I/II/III

Promotional for current Glenn County Employees

Deadline to Apply: Monday, April 1, 2024

COMPENSATION: I: \$25.15-\$30.57 Per hour II: \$27.24-\$33.12 Per Hour

III: \$30.10-\$36.60 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include :

- Glenn County Employment Application
- Resume
- Transcripts and/or Certificates

Interview Date: Thursday, April 18, 2024

This position is located in the Probation Department and performs routine to moderately difficult administrative and analytical work, gathers, tabulates, analyzes, and charts data; prepares reports and make recommendations on procedures, policies, and program/functional issues and alternatives; prepares correspondence and performs other related duties as required. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to provide leadership over task forces, committees, and/or staff. This person will be able to work independently and accept increasing responsibility.

JOB DUTIES

- Compiles and analyzes routine to moderately complex data; makes basic recommendations on the formulation of policy, procedures, staffing, and organizational changes.
- Assures oversight, monitoring, management of contracts, grants, and other funding expenditure sources.
- Prepares and writes requests for proposals, bids, quotes, and requests for information, contracts, reports, and correspondence.
- Oversees and participates in contract development, monitoring, interpretation, and resolution of contract disagreements.

Refer to the **job description** for a full list of duties.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE:

- I-** One (1) year of general administrative support experience in a professional or technical capacity.
- II-** Either one (1) year as an Administrative Services Analyst I in Glenn County; or three (3) years of professional analytical journey level experience in any of the functional areas required by the position; general and administrative support, fiscal and contract management, program analysis and compliance or staff development and training.
- III-** Either one (1) year as an Administrative Services Analyst II in Glenn County; or four (4) years of professional analytical journey level experience in any of the functional areas required by the position; general and administrative support, fiscal and contract management, program analysis and compliance or staff development and training.

EDUCATION:

I/II/III - Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, organizational development, social work, education, human resources, or a closely related field. Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Monday, April 1, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

THE SELECTION PROCESS:

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.