

Why Glenn County:

Located midway between Sacramento and Redding, Glenn County offers a unique quality of life with small-town charm, a strong sense of community, and access to outdoor recreation, agriculture, rivers, mountains, and open space. Here, your work matters. With approximately 29,000 residents and over 1,100 farms, Glenn County remains rooted in agriculture, community service, and practical problem-solving. Employees enjoy the opportunity to make a visible impact, build strong working relationships, and contribute to meaningful public service in an organization where people know one another and collaboration matters.

MINIMUM QUALIFICATIONS

EXPERIENCE:

One (1) year of experience as an Administrative Services Analyst II in Glenn County; or four (4) years of professional journey level analytical, administrative, professional, managerial, or supervisor experience in any of the functional areas required by the position: general and administrative support, fiscal and contract management, program analysis and compliance, and/or staff development and training.

EDUCATION:

Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, human resources, organizational development, social work, education, or a closely related field.

Substitution: Additional professional level 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.

LICENSE OR CERTIFICATE:

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person until **5:00 PM on Tuesday, June 9, 2026**.

IMPORTANT APPLICATION INFORMATION

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 will include a written 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) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

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.