



# COUNTY OF GLENN



Is recruiting for an

## ADMINISTRATIVE SERVICES ANALYST I/II/III

### DEADLINE TO APPLY

**Friday, March 4th, 2022**

### COMPENSATION

**I: \$23.45—\$28.51 Per Hour**

**II: \$25.65—\$31.19 Per Hour**

**III: \$2,268.80-\$2,757.60 Bi-Weekly**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

Mid Managers Association Summary of Benefits

### THE SELECTION

#### PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. 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 Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position performs routine to moderately difficult, administrative and analytical work that may involve and/or emphasize the functional areas of: general and administrative support, fiscal, and contract management, program analysis and compliance, and/or staff development and training; 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; prepare correspondence and perform other related duties as required. This position is located in the Administration Division of the Health and Human Services Agency, and is a full-time, forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to focus on contracts, grant writing, and data collection.

### WHAT YOU'LL DO

- Compiles and analyzes routine to moderately complex data; makes basic recommendations on the formulation of policy, procedures, staffing, and organizational changes.
- Coordinates departmental activities with other departments, divisions, units, and outside agencies; represents the department in committee meetings; responds to complaints and requests for information.
- Reviews regulatory materials to evaluate program impact; assists with the review and revision of current systems, policies, and procedures.
- Analyzes complex administrative systems and practices, develops and recommends modifications and enhancements; coordinates implementation of 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.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 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.

## ARE WE A MATCH?

- You are able to communicate effectively in writing in order to prepare a variety of complex reports, correspondence, and memoranda.
- You have knowledge of advanced principles and practices of public and business administration; governmental functions and organization.
- You are able to work independently and accept increasing responsibility.
- You have knowledge of methods and procedures of governmental budget preparation and control, professional accounting principles and practices.
- You are able to provide leadership over task forces, committees, and/or staff.

## 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:**

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.

### **LICENSE:**

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

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, March 4th, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- 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