



COUNTY OF GLENN



Is recruiting for a

ADMINISTRATIVE SERVICES ANALYST II—EPO

DEADLINE TO APPLY

Friday, October 1st, 2021

COMPENSATION

\$24.66- \$29.98 Per Hour

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

Plus an excellent benefits package:

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 moderately difficult and complex 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, staff development and training; The incumbent will 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 alternative; prepare correspondence and perform other related duties as required in the Emergency Preparedness Program at the Glenn County Health and Human Services Agency. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate is a self-starter who is detail orientated, organized, and possesses strong interpersonal skills necessary to effectively work with other staff and outside agencies. The incumbent must work well independently and with others on complex projects.

WHAT YOU'LL DO

- Coordinates and oversees the administrative functions of the department; compiles materials; develops and prepares moderately complex reports, correspondence, manuals, publications, and other documents; obtains management review and approval as needed.
- Coordinates departmental activities with other departments, divisions, units, and outside agencies; represents the department in committee meetings; responds to complaints and requests for information.
- Plans, identifies, and analyzes program administration problems and develops solutions.
- Analyzes complex administrative systems and practices, develops and recommends modifications and enhancements; coordinates implementation of changes.
- Compiles and analyzes moderately complex data; makes comprehensive recommendations on the formulation of policy, procedures, staffing, and organizational changes.

A complete job description and list of duties can be found at 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 gather and analyze complex data.
- You have knowledge of advances principles and practices of public and business administration; governmental functions, and organization.
- You are able to read and understand laws and regulations.
- You have knowledge of laws, rules, and regulations governing assigned program areas.
- You are able to speak and write effectively.

MINIMUM QUALIFICATIONS

EXPERIENCE:

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.

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 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:

Possess and maintain a valid California driver's license.

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., Friday, October 1st, 2021.

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 the right to rescind this recruitment at any time.