



# COUNTY OF GLENN



Is recruiting for a

## STAFF SERVICES MANAGER I

### DEADLINE TO APPLY

**Friday, May 21, 2021**

### COMPENSATION

**\$2,648.00-\$3,218.40 Bi-Weekly**

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

The Staff Services Manager I position at the Glenn County Public Works Agency performs general administrative, personnel, staff development, fiscal, and program analysis. This position is also responsible for making financial, personnel, and other administrative systems decisions with average to difficult complexity. The incumbent in this position receives general direction from higher-level management staff and exercises direct supervision over first line supervisory staff, clerical and/or technical program staff. This position is scheduled for forty (40) hours per week. This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### THE IDEAL CANDIDATE

The ideal candidate will be able to plan, assign, train, and supervise the work of others; develop program goals; assume total responsibility to staff support program areas in a medium to large department for administrative services.

### WHAT YOU'LL DO

- Plans, prioritizes, assigns, supervises and reviews the work of staff involved; provides or coordinates staff training and development. Participates in the selection of staff; works with employees to correct deficiencies; implements discipline procedures.
- Coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations.
- Review and analyze proposed legislation and advise management on the potential impact.
- Make decisions in financial, personnel, and other administrative systems.
- May administer or assist in administering assigned grant programs and ensure compliance with grant requirements.
- Conducts research related to assigned programs; analyzes findings; prepares recommendations, reports and necessary correspondence; presents reports to appropriate agency, committee, Board and/or County staff.
- Composes, prepares, maintains and/or processes a variety of records, reports, plans, correspondence, agreements, contracts, etc., as required.

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 learn, understand and interpret pertinent federal, state and local laws, codes and regulations.
- You have knowledge of modern office practices and technology, including the use of computers for data and word processing.
- You are able to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- You have knowledge of organization, fiscal and personnel management.
- You are able to establish and maintain cooperative working relationships with those contacted during the course of work.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

One year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst II. OR Two years of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendation and reports. Additional qualifying experience may be substituted for the required education in a year-to-year basis to a maximum of four years.

### **EDUCATION:**

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or related field.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calapps.org](http://calapps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, May 21, 2021.

### 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.