

**PUBLIC WORKS
ADMINISTRATIVE SERVICES OFFICER**

DEFINITION

Under general direction, plans, develops and manages multiple administrative and fiscal responsibilities within the Public Works Department including the Road Division, the Solid Waste Division, and the Flood Control District. Performs complex administrative, budgetary, systems, statistical and other management analyses in support of projects, activities and functions for specified departments. This position works closely with the Department Head in policy and procedure development and implementation; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single management level classification that has considerable latitude in exercising independent judgment and decision making in administrative, financial and program management support. Duties may vary, however the range of responsibilities are centered upon planning, management and evaluation of multiple programs, projects and/or activities. The position is specific to a large transportation services department funded by a multitude of complex funding streams including, State and Federal funding from agencies such as the California Transportation Commission, Caltrans Local Assistance, FHWA – Central Federal Lands Highway Division, U.S. Forest Service, etc., providing a variety of state and federal grants, state gas tax measures, local funding, and outside agency-based reimbursements for services. Specific programs, projects and activities include but are not limited to the Confidential Random Drug & Alcohol Testing Program; Indirect Cost Rate Plan (ICRP) with the State of California; OHV Snow Removal Grant; Grants for Recycle Beverage/Litter, Recycle Oil/Filter, Recycle Tire Amnesty Events.

REPORTS TO

Director, Assistant Director and Deputy Director of Public Works

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal and Department Support Staff providing fiscal services for Public Works, special districts and the Plumas County Transportation Commission. In addition, this position may supervise subordinate supervisory and support personnel in other divisions of the department and special districts as directed by the Department Head.

PUBLIC WORKS ADMINISTRATIVE SERVICES OFFICER – 2

EXAMPLES OF DUTIES

- Develop, analyze and maintain the Department of Public Works, Road Department Cost Accounting Management System (CAMS).
- Plans, develops, coordinates, conducts and implements or directs implementation of a variety of fiscal and administrative programs, projects and/or activities within the department, including directing and evaluating a wide variety of Federal, State, and local funding streams.
- Plans, develops, coordinates, and provides administrative oversight to patient billing and collection revenue streams.
- Provides direction and supervision for subordinate supervisory, professional and/or support staff and provides for staff training and professional development.
- Assists with the staffing, and selection process of personnel.
- Conducts employee performance evaluations, counsels employees and participates in recommendation of corrective or disciplinary actions as appropriate.
- Directs purchasing, collection and/or external claim reimbursement activities.
- Assesses program/project scope and need, determines funding, staffing and other resource requirements.
- Assists with developing and administering departmental budgets and program/project budgets.
- Represents the Department at financial audits for state and federal awarded funds and others as applicable.
- Oversees the preparation or prepares purchasing documents/contracts facilitating purchasing procedures for the Department.
- Identifies obstacles, evaluates alternative courses of action and makes recommendations, which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, fiscal reporting, productivity or policy or procedure modifications.
- Serves as a technical expert on administrative, programmatic, financial and related issues and strategies; assists in developing goals, objectives and work standards for the department.
- Coordinates activities and serves as liaison with other County departments and/or other agencies.
- Participates in developing and administers program/project budgets.
- Performs program/project recordkeeping.
- Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations, which may require tact and judgment.
- Performs specialized department management, administrative support, fiscal administrator and staff support assignments.
- Confers with representatives of other governmental agencies, boards and commissions, vendors, public and others.

PUBLIC WORKS ADMINISTRATIVE SERVICES OFFICER – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of various office equipment.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment. Occasionally works outside, some exposure to variations in temperature and humidity, continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules and regulations.
- Departmental functions, activities, operations, rules, policies and procedures.
- Pertinent State and Federal regulations and procedures of Accounting Standards.
- Policies and Procedures for Public Works and special districts managed by the County.
- Supervisory principles and practices, including work planning, direction, evaluation, training and discipline.
- Accounting principles and practices.
- Budget development and control.
- Grant development and administration.
- Computer applications, particularly as related to statistical analysis and recordkeeping.
- Applicable laws and regulations related to Highway Users Tax Account (HUTA)-funded services, programs and activities.
- Geography of the County and the location of County roads.

Ability to:

- Plan, organize, develop, and implement a variety of programs, projects and/or activities related to Public Works and special districts managed by the County.
- Developing, implement and administering complex County administrative and financial programs and meeting critical deadlines.
- Evaluate the effectiveness of programs and services and make necessary changes and improvements.
- Analyze administrative, budgetary, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Assign, schedule supervise, and evaluate staff; including review of work assigned to subordinate supervisory professional and support staff and training staff in work procedures.

PUBLIC WORKS ADMINISTRATIVE SERVICES OFFICER – 4

Ability to - continued:

- Interpret, explain and apply regulations and policies related to various County programs and activities.
- Effectively represent the County and the Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintain accurate records and files.
- Exercising sound independent judgment within established guidelines.
- Use of computer and appropriate software for fiscal and administrative functions.
- Procure, develop and administer grant-funded programs. Prepare and maintain grant funded records and reports.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Five (5) years of experience as the Public Works Department Fiscal Officer II.

OR

Equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university; a minimum of two (2) years' experience in a position equivalent to Plumas County Department Fiscal Officer II; and one (1) year in a supervisory position.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case-by-case basis.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.