

ADMINISTRATIVE OFFICER, EMERGENCY MANAGEMENT

NATURE OF WORK

An employee in this class assists the director of a large local department in the management activities. Work may include line responsibility for assigned administrative functions. Work is performed under the direction of the local director,

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes, assigns, and reviews work, and passes upon varied management problems in directing fiscal, personnel, office service, and general business activities of the agency.

Personally carries on or supervises the budgetary and fiscal control program and preparation of the budget.

Arranges for various personnel transactions and supervises the preparation of personnel documents and payrolls and the maintenance of personnel records.

Exercises overall direction of office service units, such as the stenographic pool, duplication service, mail and messenger services.

Develops and improves programs for the effective utilization of office space, forms and supplies, automotive and office equipment, and other property,

Makes time and cost studies of unit operations and makes or recommends changes to promote more efficient production.

Develops production standards and makes special administrative studies '

Prepares and revises rules and manuals of procedures and directs the instruction in their use.

Supervises the keeping of property records and passes upon or recommends the granting of requests for purchase of major items of new property or repair of existing property.

Confers with representatives of other county departments and of State agencies on administrative services problems.

Assists in planning for and carrying out an in-service training program for administrative service personnel.

Prepares reports and dictates correspondence.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of and ability to apply the principles and practices of public administration.

Considerable knowledge of state, county and municipal government finances as applied to public administration.

Considerable knowledge of and ability to apply the principles and practices of modern office procedures and equipment.

Ability to interpret and apply federal, state and local laws, rules, and regulations relating to agency activities.

Ability to plan, direct, assign and supervise the work of others.

Ability to deal tactfully with the public and to exercise good judgement in appraising situations and making decisions.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university. Three years' paid employment in administrative activities in a large business or governmental program. (Successfully completed graduate study in business administration, public administration or a closely related field may be substituted for the required experience on a year for year basis.)