

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 3, 2016
CLOSING DATE: MAY 17, 2016

DEPARTMENT: Board of Supervisors

POSITION: Administrative Services Manager

LOCATION: Globe

JOB CODE: 16-033

ANNUAL SALARY: \$45,177-\$50,598 DOE

PURPOSE OF THE JOB

The purpose of this position is to manage the Administrative Services Department and to provide secretarial/administrative support to the Assistant County Manager. The main duties include supervision, work delegation and scheduling, budget preparation, composition of reports and correspondence, and preparation for and arrangement of meetings.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Makes final decisions on scheduling work hours of employees, evaluating performance of employees, employee training and granting time off. Provides recommendations on employee promotions, handling employee grievances and employee coaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Manages department and supervises three full-time employees, which involves delegating work assignments and creating schedules and conducting regular performance appraisals.Prepares annual departmental budget.	25%
<ul style="list-style-type: none">Provides administrative assistance to Assistant County Manager and Library District, acts as liaison with professional staff throughout the County.Composes press releases and County news items for publication. Reviews and edits press releases from other departments. Composes business correspondence and reports.Arranges special meetings and events as needed. Prepares and posts meeting notices, agendas and minutes as needed.Selects items and issues to be filed; organizes and maintains all pertinent Assistant County Manager and Administrative Services Departmental files, records and documentation.	25%
<ul style="list-style-type: none">Administers automated telephone attendant.	10%
<ul style="list-style-type: none">Receives, processes, and releases requests for archived medical records and public records.Regularly monitors Public Records Request inbox as support to Assistant County Manager.Maintains all archived medical records and public records.	15%
<ul style="list-style-type: none">Updates or edits website contents, including homepage, news, and calendar; regularly updates flash and banner photos to keep website interesting, relevant and current.Assists other Departments with content for webpages, routinely checks departmental pages and provides guidance and suggestions for keeping information current.Maintains and adds to front page links to increase website functionality.	25%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and approves for submission department level budget and presents project level budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved limits involving organizational development projects, employee training and development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, gives presentations and participates in meetings.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters, press releases, proposals, presentations, reports and Board of Supervisors presentations.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less than 55% in a year).

MINIMUM EDUCATION REQUIRED

Associates Degree in Public Administration or a closely related field.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years of administrative and local government experience; or any equivalent combination of experience, training and education.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Administration and management, customer and personal service, English language and composition, communications and media, Federal, State, Local laws, regulations, and statutes.

SKILLS REQUIRED

Active listening, critical thinking, journalistic writing, communicating diplomatically, customer service, problem solving, time management and multi-tasking.

ABILITIES REQUIRED

Generate fluent new and useful ideas, make sense of multiple information, solve problems swiftly and sensibly, react in a calm and timely manner, read and write at professional level.

PHYSICAL DEMANDS

- Regularly sits to complete report, operate computers, complete a program and attend to other duties.
- Incumbents in this position may be required to occasionally walk to and from work sites.

WORK ENVIRONMENT

Incumbents in this position generally works in an office environment. Incumbents in in this position may spend time in an automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk, but must be cognizant of dangers associated with mailing of hazardous materials. On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss or organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.