

LANCASTER COUNTY  
ADMINISTRATIVE SERVICES OFFICER  
EXCLUDED ADMINISTRATIVE SERVICES OFFICER

2335  
0335

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of departmental functions.

Work involves responsibility for facilitating departmental management by performing a variety of administrative responsibilities. Work includes developing improved methods and procedures for department operation; developing improvements in administrative planning and organization, work flow and cost controls; participating in the preparation and administration of the budget; and overseeing personnel actions related to employees within the Department. An employee in this class may act for the Department Head as required. General supervision is received from the Department Head with work being reviewed in the form of conferences, written reports and results achieved. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Examine existing departmental operations and recommend and develop necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls; develop policies/procedures as directed; resolve routine departmental problems in accordance with established departmental policies and procedures.

Compile and calculate statistical data in the preparation and administration of the annual budget; maintain reporting systems for financial applications and answer budget inquiries; review and approve routine budgetary expenditures.

Develop and maintain a variety of statistical and operational reports and procedures; prepare special analyses and reports, as requested.

Administer the personnel system within the department including processing personnel actions and advising supervisors on personnel matters as needed; interview, hire and evaluate assigned staff; organize and assign work to subordinate staff members.

Relieve Department Head of designated administrative duties concerning the operation of the department; act on behalf of Department Head in his/her absence or as directed.

Develop and deliver in-service training to staff as directed.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management, human resources, organizational structure and employee development.

Considerable knowledge of the principles, methods, and practices of County finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Revised 3/2012

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