

**STAFF SERVICES MANAGER I**

DEFINITION

This classification performs general administrative, personnel, staff development, fiscal, program and data processing system analysis. Make decisions in financial, personnel, and other administrative systems of average to difficult complexity.

DISTINGUISHING CHARACTERISTICS

Staff Services Manager I is distinguished by the level of responsibility of managing multiple components of administrative systems, fiscal, staff development, and program analysis.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher-level management staff; exercises direct supervision over first line supervisory staff, clerical and/or technical program staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plans, prioritizes, assigns, supervises and reviews the work of staff involved; provides or coordinates staff training and development. Participates in the selection of staff; provides or coordinates staff training; 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.

Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors and approves expenditures; prepares fiscal reports and updates.

Staff Services Manager I  
New 07/22/03  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08

Res. #2003- 95  
M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22b 12/18/07  
M.O. #22b 12/18/07

Prepares bid specifications for services and equipment; reviews purchase requisitions and invoices prior to processing; maintains contact with vendors and service providers.

Serves as staff liaison to Board of Supervisors, advisory boards, outside agencies, committees, commissions, etc.; prepares agenda items for the Board.

Attends a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes; disseminates meeting information to departmental staff.

Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public.

Performs general administrative duties as required, including but not limited to compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, maintaining computer record-keeping operations, creating databases and charts, processing personnel/payroll documents, etc.

Performs routine office duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

Organization, fiscal and personnel management.

Principles of supervision, training and performance evaluation.

Research methods, techniques and procedures.

Principles and/or methods of public and/or business administration.

Budgeting procedures and techniques.

Principles and procedures of fiscal and statistical record-keeping.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Plan, assign, train, and supervise the work of others; develop program goals; assume total responsibility to staff support program area in a medium to large department for administrative services.

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn the operation, policies and procedures of the County and the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Evaluate the work of staff.

Prepare and administer a budget.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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.

Training:

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

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FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	425