



## ADMINISTRATIVE OFFICER

**Department:** Assessor-Treasurer  
**Job Class #:** 050400  
**Pay Range:** Professional 11

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### GENERAL FUNCTION

This is professional management work performed for the Assessor-Treasurer's Office. An employee in this class is responsible for the management of the Administrative and Counter functions including planning, organizing and controlling the administrative support and public information operations of the office. Duties include managing and supervising the facility, finance, accounting and office services for the smooth running of the day-to-day office operations. The position has the authority to establish goals, objectives, policy and procedures for the Administrative Operations, consistent with overall office goals and policies and to establish policies regarding standards of performance, quality control, job performance and evaluation, and administrative procedures. Additionally, there is advisory authority to establish policies, procedures and standards for organization and policy and standard operating procedure manuals for the office in accordance with prescribed guidelines.

### ESSENTIAL FUNCTIONS

Coordinates the planning and organization of the taxpayer assistance and public services, financial management and accounting, levy and tax rate operation.

Directs subordinates in the Administrative Operations.

Establishes quality control standards and develops programs to ensure adherence to standards of performance.

Participates, through the Management Committee, in the overall management process of the Assessor-Treasurer's Office.

Participates in the recruiting, hiring and disciplinary action of staff. Oversees employee goal setting, employee evaluations, training and staff development programs.

### OTHER JOB FUNCTIONS

Performs other related job functions as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the techniques of organization and management.

Knowledge of the principles and practices of modern business or public administration.

Considerable knowledge of personnel management.

Ability to communicate effectively, both orally and in writing.

Ability to effectively plan, supervise and evaluate the work of subordinates.

Ability to analyze complex administrative problems and to make sound policy and procedural recommendations as to their solution.

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

Ability to assist departmental supervision and team leaders in achieving goals and objectives.

Ability to evaluate the efficiency and effectiveness of administrative and clerical procedures and activities.

Ability to physically perform the essential job functions.

Ability to meet the travel requirements of the position.

**RECRUITING REQUIREMENTS**

Graduation from a four-year college or university with a degree in business or public administration or a closely related field plus four or more years of progressively responsible experience in an administrative position. Additional education or experience may substitute equally for the position requirements.