

ADMINISTRATIVE SERVICES OFFICER

DEFINITION

Under general supervision, plans, organizes, and participates in the administrative and financial management functions of CCOG, including accounting, funding and revenue collections, budgeting, administrative planning, contracts administration, auditing, human resources, risk management, and benefits administration; participates in the development of the Overall Work Program (OWP) and Capital Improvement Program (CIP); coordinates assigned activities with other staff and outside agencies; provides highly responsible and complex staff assistance and administrative support to the Executive Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This classification performs a variety of administrative, analytical, project coordination, and management support work for CCOG. Responsibilities include financial reporting, budget administration, contract administration, and program and project evaluation. Incumbents support the work of CCOG staff by conducting day-to-day administrative support activities and by providing a professional-level resource for financial and operational projects. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. This class is distinguished from the Administrative Assistant in that the nature and scope of responsibilities require a broader, programmatic understanding of assigned functions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and provides professional and technical assistance in the administration and implementation of financial, auditing, and accounting programs related to a transportation agency; monitors expenditures, revenues, and budget allocations to determine CCOG's financial status and prepares custom reports, graphs, and schedules as needed; assists in coordination of annual audits.
- Prepares a wide variety of complex accounting, financial, and statistical reports, including year-end reporting, budgetary reports, assisting in the preparation of the State Controller report, and preparing other financial analyses.
- Maintains and reconciles general ledger and subsidiary accounts; prepares monthly financial statements and reports.
- Participates in the compilation and preparation of the annual budget, including providing project and personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of CCOG.

- Participates in the development of consultant requests for proposal for professional services and the advertising and bid processes; evaluates proposals and recommends contract award; develops contracts; ensures contractor compliance with CCOG standards and specifications and time and budget estimates.
- Administers human resources program, including classification and compensation, recruitment and selection, and the development of policies and procedures.
- Administers a comprehensive benefits and leave management programs; responds to employee and retiree questions and complaints; interfaces with third-party administrators to resolve claims appeals and provides guidance in policy interpretation and plan documents; researches, analyzes, and recommends changes in benefits program design and contract provisions.
- Administers risk management program, including workers compensation and related programs.
- Assists in the development of the Overall Work Program (OWP) and Capital Improvement Program (CIP), including estimating program and project budgets, developing funding schedules, and monitoring program estimates; assists in monitoring, researching, and reporting on project progress; assists in developing scopes of projects and task definition; prepares amendments and quarterly updates to State and Federal agencies.
- Provides administrative and financial programmatic support for various transportation programs including overseeing fund agreements, quarterly reimbursement requests, and certification of expenditures, developing project budgets, monitoring cost containment and grant fund disbursement, contract administration, and assisting in fiscal and compliance audits.
- Conducts a variety of analytical and operational studies regarding CCOG and programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- May assist in the development and reporting of alternate funding sources and ensures compliance with Federal, State, funding agency, and CCOG accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Prepares and submits Board and committee agenda items, staff reports, and correspondence regarding assigned activities.
- Develops, composes, types, edits, and proofreads a variety of complex documents for the Executive Director and staff.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies CCOG policies and procedures in determining completeness of applications, records, and files.
- Attends and participates in professional group meetings and serves on committees; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to CCOG needs.
- Receives, investigates, and responds to difficult and sensitive issues and questions in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including budgeting, contract administration, auditing, and reporting and their application to transportation agency operations.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to a transportation agency.

- Principles, practices, and procedures of human resources, benefits administration, and risk management functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility including funding programs guidelines and requirements.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing CCOG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and CCOG staff.

Ability to:

- Perform detailed accounting and financial support work accurately and in a timely manner.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and three (3) years of responsible professional accounting experience, including the maintenance of financial, budget, fiscal, and related statistical records.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.