



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE**  
**Open Until 6/21/21**

**STAFF SERVICES MANAGER**

**SALARY**  
**Range 82:- \$7103-\$8635**  
**monthly**

The County of Mono is accepting applications for the position of Staff Services Manager

### **The Position:**

Under general direction, the Staff Services Manager, manages, supervises and administers one or more department-wide staff services functions; plans, organizes, directs, and controls functional activities pertaining to general, fiscal, and/or personnel services; performs highly advanced and complex analytical duties in support of the assigned function(s); and performs related duties as assigned. This is the highly advanced/management-level class in the professional Staff Services series. In a small department, incumbents may be responsible for managing and administering several staff services functions. In a larger department, incumbents are typically responsible for managing and administering a single, department-wide staff services function, depending on the size and scope of that function. In addition to managing and administering the assigned function(s), the incumbent also performs highly advanced and complex analytical work. Depending on the department the position may or may not supervise subordinate clerical, technical, and/or professional staff. Instead, positions are primarily characterized by their functional management responsibilities over an administrative area and providing subject-matter expertise based upon a highly specialized knowledge, skills and abilities. The Staff Services Manager classification is distinguished from the Supervising Staff Services Analyst in that the latter is primarily a first level supervisor over a group of professional analyst staff. The Staff Services Manager classification is distinguished from the class of Senior Staff Services Manager in that the latter describes a position that has a high level of responsibility for planning, organizing, directing, staffing and controlling the staff and/or operations for an assigned work unit through a subordinate professional staff; e.g., Staff Services Manager, Supervisory Staff Services Analyst. The Staff Services Manager differs from child support or social service program manager classifications in that incumbents in the former manage administrative rather than program-related functions pertaining to employment, eligibility, social services, or child support. Assignment as a Staff Services Manager can emphasize one of the following options: personnel or fiscal analysis; or, incumbents may be assigned to perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility that include personnel and/or fiscal analysis. For positions specifically assigned to a specialized option, specific minimum qualifications and recruitments are permitted.

### **Knowledge of:**

- Principles and practices of management in a public agency departmental setting
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline
- Principles of management analysis and organizational design necessary to formulate administrative policies and procedures
- Basic county government rules and responsibilities and functions, terminology and practices of the department to which assigned
- Principles of organization, administrative, and fiscal management
- Principles of program planning and evaluation
- Principles, problems, and methods of public and business administration, including organization, personnel, fiscal, management, and budgetary control
- Data analysis and statistical representation techniques
- Computer applications related to the work, including spreadsheets and basic methods of graphic presentation, word processing, and electronic mail
- Techniques and methods of organizing and motivating groups
- Principles and methods of strategic planning
- Governmental functions and organization
- Effective leadership and team building principles
- Effective communication, facilitation methods, and aids used for training programs and presentations
- Long range financial projecting and forecasting techniques and public financing methods

### **Ability to:**

- Plan, organize, direct, control, and review the work of staff and activities of a department-wide staff services function
- Administer and perform highly complex activities associated with department-wide fiscal, personnel, or general analysis
- Analyze data and present ideas and information effectively
- Identify problems and central issues and develop workable solutions
- Consult with and advise executive staff, managers, and supervisors on a wide variety of matters
- Participate in strategic planning activities to recommend and implement organizational changes and improvements
- Analyze complex organizational problems, evaluate and select alternatives, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives
- Collect, analyze, interpret, and evaluate a variety of financial and statistical data and prepare persuasive verbal and written reports and recommendations
- Analyze system requirements, design solutions and implement processes and communicate with users who have no technical data processing background
- Analyze situations accurately and initiate appropriate action
- Supervise subordinate staff, including planning, organizing, coordinating, and reviewing all work
- Select, train, evaluate, and manage the performance of subordinate staff
- Consult with and coordinate the administrative requirements of different department staff members

### **Ability to (Continued):**

- Effectively counsel employees on work errors or deficiencies and take appropriate disciplinary actions as necessary
- Prepare clear, concise, accurate, and effective correspondence, presentations; financial, statistical, and narrative reports; policies, procedures, and other written materials
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions
- Understand, interpret, apply, and explain complex laws, rules, and regulations as they relate to assigned areas of responsibility
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Effectively represent the department to other departments and agencies and before public bodies; and to secure willing cooperation of operating officials in accepting and carrying out sound personnel management practices
- Establish and maintain effective working relationships with a variety of department staff
- Exercise judgment, tact, and diplomacy with a variety of political, social, economic groups in a variety of situations relative to a variety of issues
- Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies

### **For Fiscal Option (in addition to KSA's)**

#### **Knowledge of:**

- Advanced principles, methods, and procedures of budget preparation and control; general accounting principles
- Financial statement preparation
- Economic analysis and forecasting techniques
- Methods and techniques of public financing
- Principles and practices of auditing and reconciling financial documents and records related to the functions of the department to which assigned Principles and practices of governmental accounting, auditing, budget analysis, formulation and control, and complex financial systems development and operations
- Principles and practices of various budgeting processes, including performance-based budgeting, zero-based budgeting, and incremental budgeting
- Payroll systems and legal requirements
- Automated systems and applications including word processing, spreadsheet and database applications
- Principles and practices of budgeting and fiscal administration including financial and actuarial forecasting and financial analysis in a public agency

#### **Ability to:**

- Manage and perform various aspects of budget analysis, preparation, and monitoring
- Analyze and make effective recommendations regarding financial and accounting procedures
- Develop, implement, and administer a multiple accounting control, fund disbursement, and fiscal reporting system
- Develop, monitor, and implement a complex annual budget for a moderate-sized public agency, including policy development
- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the department's fiscal condition
- Plan and carry out various analytical studies in the area of budget administration and complete tasks that include high level inter-departmental coordination and cooperation
- Recommend new and revised policies and procedures necessary for budget program administration

### **Minimum Qualifications:**

**Pattern 1:** One (1) year of full-time experience as a Supervising Staff Services Analyst;

**OR**

**Pattern 2:** Two (2) years of full-time experience as a Staff Services Analyst III;

**OR**

**Pattern 3:** Three (3) years of full-time experience as a Staff Services Analyst II;

**OR**

**Pattern 4:** Graduation from an accredited college or university with a bachelor's degree; **AND** Depending upon the option recruited for, four (4) years of full-time professional experience performing general administration, personnel, and/or fiscal work. **Substitution:** Additional progressively responsible professional experience performing analytical duties (which require considerable independence performing, compiling, organizing and evaluating information and prepared reports) in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

**Selection Process:** The selection process may include any of the following: application, a written test, and/or an oral interview (weighted 100%).

**Application Process:** For a complete job description and application contact the County Administrative Office. Faxed and e-mailed applications will be accepted provided the application with the original signature is postmarked.

#### **COUNTY OF MONO**

#### **COUNTY ADMINISTRATIVE OFFICE**

**P.O. Box 696 ~ Bridgeport, California 93517**

**(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov/>**

**Email: [HR@mono.ca.gov](mailto:HR@mono.ca.gov)**

**EOE/AAE/ADA**