



CLASS SPECIFICATION FOR:

**Senior Management Assistant**

**General Statement of Duties:**

Supervisory level position assigned to a department with primary responsibilities for County-specific or mandated programs; primary duties routinely include planning, organizing, overseeing and handling a variety of day-to-day administrative, technical, and field-based activities for the provision of program related goods and/or services; does related work as required.

**Distinguishing Features of Class:**

An incumbent in this classification would be supervisory and typically be assigned to at least one specific program with Countywide impact/utilization and have primary responsibility for overseeing and handling the day-to-day program related activities. Primary duties may include: serving as the County's primary point of contact for the assigned program(s) and/or services; accurately preparing and maintaining detailed program, legal or fiscal records; managing inventories; processing orders; procurements; disbursements; related budgets; work orders; audits; reconciliations; reporting; issue resolution; inspection and compliance findings and remedies; performing inspections to ensure compliance with program requirements and relevant regulations; ensuring all aspects of assigned program(s) and program sites are in compliance with all applicable federal, state and County regulations; ensuring assigned program duties are completed in a timely manner consistent with regulatory requirements and budgetary constraints; measuring program performance against goals and objectives; and researching and compiling data, interpreting and reporting findings. Work is performed independently under limited supervision with wide latitude for managing priorities, resolving issues and making decisions. Researches and resolves, or recommends resolution, of a wide variety of questions and issues independently with unusual and complex issues referred to the supervisor or other appropriate Department or County staff.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Performs a variety of day-to-day program related activities which may include site/services management, inspections, monitoring sites/services, managing one or more related inventories, obtaining estimates consistent with County procurement policies, preparing purchase orders and related accounts payable documentation, monitoring costs and expenditures, assisting with preparing and adhering to approved budgets, monitoring expenditures; preparing or completing work orders, ensuring the site and site equipment is properly serviced and maintained, preparing inventory and budget reconciliations, resolving identified or reported problems, documenting and reporting program data which may include inspection and compliance findings and remedies, collaborating with and coordinating work activities with other County staff and departments;
- Serves as a first line supervisor responsible for the effective supervision of assigned staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, and other related supervisory activities not limited to selection, training, coaching, mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff;
- Ensures all assigned duties and program activities are performed and completed in compliance with all applicable regulatory requirements, which may include County, state and federal, and all applicable deadlines;
- Accurately creates and maintains detailed records, inventories, logs, reports and other required documentation;
- Manages and maintains logs, databases and systems associated with program/services;
- Compiles data, evaluates findings and submits written reports of findings, documents areas of compliance or non-compliance, and makes recommendations for improvement of program quality and/or correction of program deficiencies;
- Works collaboratively with internal and external stakeholders to schedule deliveries and other program activities;
- Serves as a primary contact and works collaboratively with internal and external stakeholders to resolve questions, concerns and other program/service related issues;
- Collaborates with assigned staff and management to develop policies and procedures necessary to ensure program support and day-to-day operations are consistent with goals and needs of the department and County;
- Reviews and approves contracts/agreements utilizing the County standard contract as well as non-County contracts;
- Appropriately involves and collaborates with the supervisor, appropriate department staff, or other County staff for assistance with the resolution of unusual or complex issues;
- Follows all required policies, procedures, local, state and federal codes, regulations and requirements and creates and maintains all necessary records and reports;
- Utilizes all required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Develops and maintains a thorough up-to-date working knowledge and understanding of the assigned department's program and related services, and all relevant federal, state and County policies, procedures, practices, and regulatory requirements;



CLASS SPECIFICATION FOR:

**Senior Management Assistant**

- Actively participates in all scheduled meetings and trainings;
- Works closely with various levels of County staff, County officials, state and federal officials, and other non-County stakeholders;
- May be required to provide training to County staff and others, which may include outreach activities;
- May supervise assigned County staff, temporary staff or the work of contractors and vendors while onsite;
- May be required to work a flexible schedule;
- May be required to assist with inclement weather cleanups and serves as Department event staff as assigned;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Sound working knowledge of assigned program's policies, procedures and related regulations; sound inventory management skills; excellent organization skills with the demonstrated ability to plan and execute work effectively and to successfully complete assigned tasks accurately and in a timely manner within established deadlines, specifications, regulations and budgets; ability to multi-task; personal accountability and professional integrity; excellent attention to detail; ability to read, and consistently comprehend, interpret, apply and communicate policies, procedures and related regulatory requirements accurately; sound judgement, critical thinking and problem solving skills with the ability to appropriately resolve a wide variety of questions and issues within established policies, guidelines, regulatory and other program-specific requirements and procedures; ability to research issues and identify viable solutions; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; thorough working knowledge of relevant safety rules/regulations and accident-prevention practices; visual and hearing acuity sufficient to enable effective interpersonal interactions, inspections and data collection, and to work safely at locations Countywide under various site conditions; physical condition that permits safely traversing over varying types of terrain and worksite conditions, including in adverse weather conditions; sound working knowledge of the hazards associated with assigned program/services and required safety precautions to ensure the safety of self and others while onsite; ability to safely use all required personal protection equipment; good written and verbal communication skills with the ability to interact professionally with diverse audiences of internal and external stakeholders and maintain effective working relationships; excellent interpersonal skills with demonstrated ability to communicate clearly and concisely, both orally and in writing; ability to work independently and as part of a team; sound supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; ability to collaborate effectively to establish and maintain good working relationships with all levels of department staff, all levels of County staff and Officials, and other relevant internal and external stakeholders; sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound math and necessary to perform accurate calculations, track and maintain related inventories and to adhere to approved budgets and procurement policies and procedures; ability to develop and maintain detailed accurate records and to make regular and special reports; sound accounting and other financial skills with sufficient ability to develop, monitor, and report on budgets, manage expenditures in accordance with County Finance policies and manage effectively within approved budget; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully, and with tact and courtesy with all internal and external stakeholders in order to appropriately address requests, needs and issues. May require the ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Two (2) year degree in a relevant field;

Experience: Two (2) years of relevant project, program or inventory management or other relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.