



# COUNTY OF GLENN



Is recruiting for an

## ADMINISTRATIVE SERVICES ANALYST II/III

### **DEADLINE TO APPLY**

**Friday, April 23, 2021**

### **COMPENSATION**

**II- \$24.66-\$29.98 Per Hour**

**III-\$27.24-\$33.12 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

Mid Managers Association  
Summary of Benefits

### **THE SELECTION**

#### **PROCESS**

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### **THE POSITION**

This position performs moderately difficult and complex administrative and analytical work that emphasizes the areas of fiscal and accounting functions; Incumbents prepare, gather, tabulate, analyze, and chart data; assures fiscal accounting oversight and monitoring grants and other funding and expenditure sources; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations financial and accounting procedures, policies, and functional issues and alternatives; prepare correspondence and performs other related duties as required at the Glenn County Department of Finance. The Administrative Services Analyst III may be distinguished from the Administrative Services Analyst II class because incumbents in the lower class provide journey-level support usually within a division or segment of a department. This position is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will be able to perform moderately difficult and complex accounting duties and analyze and make effective recommendations regarding financial and accounting procedures.

### **WHAT YOU'LL DO**

- Performs moderately difficult and complex fiscal analyses and prepares recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities.
- Provides departmental fiscal and accounting oversight by monitoring and managing contracts, grants, and other funding and expenditure sources.
- Other duties assigned may include: performing moderately difficult and complex accounting functions; monitor county revenue and expenditure recognition; analyze and interpret state and federal laws as they relate to awards and expenditures; prepare financial reports; and review financial transactions for correct ledger coding.

A complete job description and list of duties can be found at  
[www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to analyze and make effective recommendations regarding financial and accounting procedures.
- You have knowledge of professional accounting principles.
- You are able to read, understand and interpret rules, regulations, and laws as they apply to purchasing and contracting.
- You have knowledge of advanced methods and procedures of governmental budget preparation and control.
- You have knowledge of financial statement preparation.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

**II**-Either one (1) year as an Administrative Services Analyst I in Glenn County; or three (3) years of professional analytical journey level experience in any of the functional areas required by the position: general and administrative support, fiscal and contract management, program analysis and compliance or staff development and training. **III**-One (1) year of experience as an Administrative Services Analyst II in Glenn County; or four (4) years of professional journey level analytical, administrative, professional, managerial, or supervisor experience in any of the functional areas required by the position: general and administrative support, fiscal and contract management, program analysis and compliance, and/or staff development and training.

### **EDUCATION:**

Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, organizational development, social work, education, human resources or a closely related field. Substitution: Additional professional level experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by **5:00 P.M., Friday, April 23, 2021.**

### Application packets must include the following

- |   |                |
|---|----------------|
| • A Glenn County Employment Application | • Résumé       |
| • Transcripts and/or Certificates       | • Cover Letter |

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.