

COUNTY OF GLENN



Staff Services Specialist Air Pollution/CUPA

Deadline to Apply: Wednesday, November 19, 2025

COMPENSATION: \$27.78 - \$33.77 per hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include:

- Glenn County Employment Application
- Transcripts and/or Certificates
- Supplemental Questions
- Resume
- Cover Letter

Interview Date: **Monday, December 8, 2025**

The Staff Services Specialist position performs a variety of technical administrative duties in support of facilities management, budget, administrative functions, department projects, and programs that require a thorough knowledge of the terminology, procedures, and practices for the assigned functional area. This position will be a part of the Agriculture Department within the Air Pollution Control District. This position is full-time and is scheduled for (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have knowledge of principles and practices of fiscal, statistical, and administrative research as well as techniques of project management.

JOB DUTIES

- Reviews, verifies, and processes documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.
- Tracks progress of projects, payments, expenditures, and reimbursements.
- Creates, maintains, and monitors facility related agreements and contracts with outside vendors and contractors; monitors vendor/contractor/landlord performance, ensuring discrepancies or problems are resolved and work is done in accordance with contractual requirements.
- Prepares presentations, general and technical correspondence, and promotional materials; develops forms, tracking systems, databases, and spreadsheets.
- Provides liaison and staff support to committees, commissions, and department management.

Refer to the **job description** for a full list of duties.

About Glenn County:

Glenn County has a population of 29,132 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.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Two (2) years of full-time experience performing journey-level clerical, secretarial, or administrative support work.

EDUCATION:

Equivalent of two years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely related field from an accredited college or university.

Substitution: Additional experience performing routine or complex clerical duties may be substituted for the required education on a year-for-year basis.

LICENSE OR CERTIFICATE:

Employees who drive on county business to carry out job-related duties must possess a valid California driver license for the class of vehicle driven and meet automobile insurability requirements of the county. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person until **5:00 PM on Wednesday, November 19, 2025**.

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written 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 Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

EXAMINATION INFORMATION

The Practical Skills Examination is designed to elicit specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Responses to the exam will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination to receive a score. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination.

COUNTY OF GLENN JOB OPPORTUNITIES



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.