



## EL DORADO COUNTY TRANSPORTATION COMMISSION

### ADMINISTRATIVE SERVICES OFFICER

FLSA – Exempt

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, plans, directs, and performs all duties related to accounting, funding and revenue collections, grant administration, billing, budgeting, and auditing; oversees all human resources functions, including benefits, recruitment and selection, and all related files; performs other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Services Officer is a single position supervisory class in which the incumbent is expected to perform work in all areas of accounting and human resources and coordinate work with outside contractors. This class is distinguished from the next higher class of Executive Director in that the latter has overall administrative responsibility for the entire Agency.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Executive Director. Exercises direct and indirect supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

Plans, organizes, and manages all accounting functions; implements, monitors, controls, and maintains accounting programs, including accounts payable, payroll, and accounts receivable; prepares regular and special financial reports; oversees human resource related activities, including benefits administration.

Prepares a variety of accounting reports; prepares complex financial reports on special assignments; assists with and oversees accounts receivable, accounts payable, bank deposits, billing, and payroll; oversees and coordinates with consultants for the annual audits; prepares the annual State Controller Report.

Maintains general and subsidiary ledgers; reconciles a variety of computer reports; prepares work papers, financial statements, and other reports for federal, state, and other agencies; signs purchase orders; monitors spending.

Assists in the annual budget preparation, including the development of spreadsheets; works with staff to collect and compile budget information; develops the cost allocation plan; reviews budget expenditures; prepares budget revisions; researches and provides budget information to Caltrans as needed.

Prepares requests for proposals; conducts consultant selection process; monitors consultant billing. Manages the financial aspects from fund agreement to quarterly reimbursement requests and certification of expenditures for a variety of transportation related program activities.

Participates in the recruitment and selection process; develops advertisements; conducts new employee orientations; administers health and dental benefits.

Assists the Executive Director in the formation of administrative policies and practices.

Recommends human resource related policies, rules and practices; maintains personnel files; ensures that pay increases are properly entered into the payroll system; keeps informed of all laws relating to human resources; coordinates and administers the Workers' Compensation program.

Establishes positive working relationships with representatives of community-based organizations, other agencies, EDCTC management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Services Officer**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible professional accounting experience, including the maintenance of financial, budget, fiscal, and related statistical records, and a bachelor's degree in accounting, business or public administration, or a related field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of government accounting, auditing, reporting and budgeting; grant and fund administration; principles and practices of financial programs; principles and practices of human resources, including recruitment, benefits, and personnel file management; methods and techniques of research and analysis of information and statistical data; basic principles of mathematics; applicable federal, state and local laws, codes and regulations relating to transportation programs; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Develop, examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; oversee all recruitment and selection services; oversee benefit administration and all personnel files; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications, including financial and accounting programs.