



EMPLOYMENT OPPORTUNITY **ASSISTANT DIRECTOR/ PERSONNEL COORDINATOR**

SALARY AND BENEFITS

\$27.85 - \$33.60 per hour, plus benefits package

FILING DEADLINE

5:00 pm, October 28, 2019

DUTIES AND RESPONSIBILITIES

The Assistant Director/Personnel Coordinator performs or assists in the performance of a variety of responsible, complex and confidential administrative, technical and analytical duties in support of the Director of Health and Social Services. The major duties of the position include:

- Serves as liaison between Director and HSS department staff, other agencies, and the public, in receiving and communicating information;
- Interact with county executives and private citizens as a representative of the HSS Department.
- Act as Personnel liaison for all HSS departments with County Personnel Director; Monitors the status and quality of Performance Evaluations for all HSS employees;
- Assists employees and management with the interpretation and correct application of County
- policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Assists with the development and monitoring of the department budget during the year;
- Researches, evaluates and prepares statistical, financial and demographic data used in reports, surveys, and analyses;
- Assists in the development and analysis of department policies, procedures and systems; Prepares organization, workload and other charts;
- Composes correspondence on various subjects from general instructions or independently in accordance with administrative policies or procedures;
- Reviews outgoing correspondence prepared by other staff members for Director's signature for consistency with administrative policy, format, or clerical correctness;
- Maintains confidential records and files;
- Logging in, and maintenance of a wide variety of documents which substantiate the activities of the Director for legal and historical purposes;
- Provides administrative support to the Director and staff to include the maintenance

of calendars and screening of visitors, telephone calls and correspondence;

- Performs related other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, real estate, business, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

Experience:

Four years of increasingly responsible administrative experience which includes at least one year of administrative, supervisory or analytical support to a high level administrator in an organization;

Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

License or Certificate

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



SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our web site at: www.co.lassen.ca.us It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

 (530) 251 -8320 

Opened: October 11, 2019

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.