

LANCASTER COUNTY
ADMINISTRATIVE AIDE II
EXCLUDED ADMINISTRATIVE AIDE II

2332
0332

NATURE OF WORK

This is responsible administrative work performing varied departmental and administrative duties.

Work includes gathering and analyzing information for the preparation of reports; and studying special administrative problems and recommending policies, procedures, and forms to improve departmental operation. Work also involves compiling and calculating statistical data in budget preparation; interpreting rules and policies; reviewing and answering routine complaints; organizing and assigning work to subordinate staff; interviewing, hiring, and evaluating subordinate staff; and planning and coordinating departmental staff training programs. The work requires considerable initiative and independent judgment. Accomplishments are measured by an administrative superior from written reports and results achieved. Supervision may be exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Analyze administrative problems and develop improved policies, procedures, and forms in order to improve departmental operation; review and answer questions and routine complaints from co-workers and the public.

Compile and calculate statistical data in preparation of the annual budget and monitor departmental budgetary expenditures; complete a variety of complex departmental forms and reports; coordinate the compilation of data for reports; prepare and monitor invoices and vouchers; post accounts.

Interview, hire and evaluate subordinate staff; organize and assign work to subordinate staff members; enforce personnel and administrative procedures; plan and coordinate departmental staff training programs.

Assist in the preparation of materials for fiscal and administrative analysis; participate in the development of federal grant applications; conduct research for special projects.

Participate in the development and implementation of management information systems; adapt informal office operations to computerized procedures.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of administrative policies and procedures.

Considerable knowledge of the basic principles of accounting and financial record-keeping procedures.

Knowledge of research techniques, methods, and procedures.

Ability to perform routine administrative detail independently including composing memoranda and letters and preparing reports.

Ability to interpret rules, regulations, and policies, and to make decisions in accordance with established precedent.

Ability to gather and analyze facts and prepare clear, concise reports.

Ability to establish and maintain effective working relationships with governmental officials, other employees, and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public or business administration or related field; and experience in a responsible administrative or supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or related field, or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Personnel Director

Revised: 9/95

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