

ADMINISTRATIVE PROGRAM OFFICER II

DEFINITION OF WORK

Employees in this class perform a variety of difficult administrative, financial, and programmatic support duties for a medium sized County department. An employee may perform supervisory functions and a wide variety of moderately difficult administrative, financial, and programmatic duties requiring a variety of skill sets. Work includes overseeing the department while the department head is performing other functions, questioning administrative and technical work flow processes, and participating in recommending more efficient methods and practices, participating in policy development, developing and monitoring the operational budget, and consulting with management on the execution of policies and procedures. Employees independently handle certain activities such as information processing and referral or special office assignments. Administrative and programmatic duties are considered at the advanced journey level and require tact and discretion in handling sensitive or confidential matters in the various program areas. Work requires a broad knowledge of departmental and County-wide operations, as well laws and regulations that impact the operations in order that the role may serve as backup and at a competent level in several roles. Precedent setting situations are referred to higher level supervisors while unusual situations with some precedence are handled by the employee. Guides may include a variety of written manuals and instructions, as well as oral instructions. Sound judgment is required in performing the tasks. Work is performed under the supervision of the department head or professional level supervisor and work is evaluated through observation, conferences, and the quality and effectiveness of work completed.

EXAMPLES OF WORK

Employees serving as the administrative coordinator for a medium sized organization or employees with complex professional programmatic accountability have typically been delegated and independently perform all technical and administrative work to include budget, finance, human resources, grant management, payroll, and organizational oversight. These employees function as members of the management team and may have responsibility for supervising program support staff including hiring, performance coaching, performance evaluations, and disciplinary actions; work closely with the department head in personnel, budget, payroll, accounts payables/receivables, purchasing, administrative, and other support issues; perform professional accounting and financial management duties; provide the department head with an independent view of workflow, polices, and procedures practiced within the department; prepare the budget and brief the County Finance Department; monitor all budgets to include grants; oversee the payroll function for the department; write specifications and contracts for services and supplies and equipment; analyze personnel actions for budget impact; conduct management and operations research and evaluation studies; supervise subordinate staff who perform these duties and/or perform the more complex tasks involved; answer most inquiries and resolve difficult problems; independently handle confidential or sensitive information in an appropriate manner; compose letters, memoranda, reports and other materials in support of organizational issues and projects; collect and analyze data; conduct research using a variety of sources; compile records and reports; create tables, spreadsheets, or data bases to generate report information; develop and implement administrative office procedures and write procedures manuals; train new employees in office policies and procedures; support a variety of the departmental tasks and programs; review and verify records and reports for correct information including the work of subordinate staff; process documents based on review and verification; independently prepare, or draft for review, complex governmental reports or filings; serve on or chair committees related to the administrative operations; and perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a concentration in accounting or business administration and three years of managerial experience in the assigned area or three years of governmental accounting experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of office practices and procedures; considerable knowledge of office software and applications to the administrative environment; considerable knowledge of accounting methodologies, accounts payable and receivable and payroll procedures in County government operations; considerable knowledge of supervisory practices and of the County's personnel policies and procedures; considerable knowledge of a wide variety of administrative policies, procedures, and laws in support duties and tasks; ability to provide leadership to other support or program staff; ability to set work priorities and organize duties and tasks; ability to gather and give information on departmental programs based on inquiries; ability to analyze processes, procedures, and policies and formulate recommendations; ability to communicate effectively; ability to be tactful and courteous; ability to formulate recommendations in precedent setting situations; ability to formulate, monitor, and present budget recommendations; ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with an office work environment.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer