



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

*****INTERNAL DHS POSTING ONLY*****

POSTING DATE: July 28, 2015

CLOSING DATE: August 11, 2015

COUNTY TITLE: ADMINISTRATIVE OFFICER II

PAY GRADE: A-III

(Civil Service Title; Class Code-Position Number: Administrative Officer 1; L0121-0001)

BARGAINING UNIT: Non-Bargaining

(Seniority Position: No)

DEPT: Human Services/OCY-Admin

154 W. 9th St., Erie, PA 16501

SALARY: \$15.97/hour \$31,142/annual - Minimum

\$33.58/hour \$65,481/annual - Maximum

HOURS PER WEEK: 37.5

Mon-Fri, 8:30 a.m. – 5:00 p.m.

*****THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received by or postmarked on or before Tuesday, August 11, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE www.eriecountypa.gov WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ (814) 451-6484.

Inquiries related specifically to job duties may be directed to Lana Rees @ 451-6667. All other inquiries may be directed to Jaynette Simmons @ 451-6852.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Applicant must be a Pennsylvania (PA) resident, and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: Two years of experience in varied office management or staff work; and a bachelor's degree; **OR**, any equivalent combination of experience and training.

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Applicant must also be:

1. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in a next lower class of either Administrative Assistant 1 or 2, Administrative Officer 1, Fiscal Assistant or Fiscal Technician.

Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as, a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting, and b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

DUTIES/RESPONSIBILITIES

1. Functions as Administrative Officer reporting to the Director of the Office of Children and Youth (OCY) and provides support to the Director of the Department of Human Services (DHS)/Mental Health and Intellectual Disabilities (MHID) Administrator.
2. Establishes and maintains cooperative working relationships between the DHS Director/MHID/OCY Administrator’s Office and various other County, State, provider and business offices; serves as liaison between the public and the DHS Director/MHID/OCY Administrator. Represents DHS on committees as assigned.
3. Serves as contact person for agencies / agency directors, Advisory Board members, State/local officials, Court offices and news media to assure calls are directed to appropriate staff. Handles requests for information.
4. Performs a variety of assignments to assist the DHS Director/ OCY Director including: providing Director with accurate and current information; providing adequate clerical and office support; and, ensuring that routine matters are handled promptly and efficiently and that policies and decisions are translated into appropriate action. Forwards information/emails/memos to the appropriate parties. Prepares correspondence, schedules meetings and appointments and arranges travel.
5. Opens and reads incoming mail of DHS Director/MHID/OCY Administrators to assure follow-up, proper filing, cross reference and distribution. Reviews and replies to administrative correspondence; assigns correspondence to other staff for action or for their information; and, disposes of other administrative details. Conducts follow-up to ensure appropriate actions have been taken. Approves and processes payment for travel, mileage and vendors.
6. Assists the DHS Administrators with coordination of annual budget refunding process and coordination of Agency contract monitoring process. Assists in the coordination of refunding and monitoring meetings, documents and submissions; and, prepares agendas and maintains files for both processes.
7. Assists in preparation of fiscal year contracts. Maintains records of all provider contracts for DHS Office. Responsible for coordination of contract signature process. Ensures contract signature process is complete and done in a timely manner; and, uses electronic contract tracking program.
8. Oversees Laserfiche scanning process to ensure preservation of DHS documents. Oversees purchase of DHS Office equipment including fax machines, copiers, scanning equipment and furniture.
9. Gathers data and assembles statistics for use in decision making and preparation of reports.
10. Provides assistance to the Advisory Boards; maintains records; and, prepares reports of Board membership, terms, categories and committees. Prepares minutes of the Board meetings and Agency Directors’ Meetings. Prepares meeting materials and sends reminders to the Board members and Agency directors. Maintains minutes, agendas and materials for the Agency Directors’ meeting, board meetings and various other committees, task forces, etc.
11. Assists with Human Resource duties involved in recruiting and hiring for vacant positions in the DHS Office, including arranging interviews, calling references and assisting new employee with completing paperwork. Sets up office space for new employees including phone, computer equipment, ID badge and office supplies.

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12. Coordinates and assist in assuring all State required Plans/Responses for the County are completed and submitted. Schedules and participates in Public Hearings and serves as a liaison with State officials regarding Plan's preparation and submission.
13. Reads, summarizes and provides comments on official correspondence and Bulletins from the DHS.
14. Knowledge of applicable relevant laws, regulations and procedures of the County, State and Federal governments.
15. Assists the Directors with implementation strategies including writing/updating policies and procedures in response to State regulations and internal policy changes.
16. Acts as the liaison with property maintenance requests being made. Participates in meetings regarding building projects and/or work space changes.

*****This position is subject to the provisions of the Erie County Employee Handbook*****