



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MAY 13, 2016

CLOSING DATE: MAY 27, 2016

TITLE: ADMINISTRATIVE OFFICER II

GRADE: A-III

DEPARTMENT: ADMINISTRATION

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$15.97/HOUR \$31,142 /YEAR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

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.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS

This position requires a high level of inter-personal skills as a key team member in a fast paced and productive environment. Requires responsibility and independence for performing challenging administrative duties and functions. Work includes effective public relations, both internal and external, intern recruitment and supervision, scheduling/coordinating events and records management. This is an advanced level position that performs under minimal supervision.

DUTIES & RESPONSIBILITIES

- Provides professional office support for Director of Administration and County Solicitor, including assistance with the creation of documents, coordinating managing of meetings, purchasing and records management.
- Prepares financial reports, reviews administration purchases, vouchers and other financial documents for Director of Administration and Solicitor.
- Works with Communications and PR Administrator to prepare and distribute press releases to media outlets.
- Works with the Communications and PR Administrator to arrange and coordinate media conferences and prepares key talking points for County Executive and Director of Administration.
- Attends meetings to represent the County Executive's role and interests within the community. Prepares and distributes meeting minutes.
- Works as liaison between the Administration and County Council. Prepares, manages and maintains all documentation related to County Council for the County Executive.
- Updates and maintains all records for county boards and authorities.
- Reviews and answers correspondence from constituents for the County Executive.
- Conducts policy research as needed.
- Hires, supervises and coordinates activities of office interns. Corresponds with local colleges and universities as necessary to identify intern candidates.
- Plans and provides tours of the County Courthouse for educational and civic groups.

- Assists with community outreach and community events for the County Executive.
- Assists with the publication and distribution of the County Executive's quarterly newsletter.
- Performs other duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles and practices of public administration.
- Strong communication skills (verbal and written).
- Ability to gather, assemble, correlate, and analyze facts and devise solutions to administrative problems.
- Ability to establish and maintain effective working relationships with elected officials and the public.
- Ability to comprehend program goals, objectives, and operations, and to relate these to administrative analysis.
- Ability to exercise sound judgment and discretion in applying and interpreting departmental policies and procedures.
- Local travel, evening and weekend work, and flexible schedule may be required.

MINIMUM REQUIREMENTS/QUALIFICATIONS

A four year degree in public administration, communications, or political science with four years related experience in progressively responsible and varied office management or an equivalent combination of education and experience.