

*Code: 1863*

*Title: SPECIAL STAFF ASSISTANT-SENIOR*

**SUMMARY:** Assists in the planning, direction, and administration of a department, division, or operation and performs related work as required. This classification is distinguished from the Special Staff Assistant classification by its organizational placement and its greater latitude in authority and responsibility.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists in planning, directing, and administering the activities of a department, division or operation;  
Coordinates the efforts of divisions, units, and personnel to achieve objectives;  
Performs confidential investigations on behalf of the department Director;  
Designs, directs, and administers studies, research, and special projects which address management concerns of a particular department, division, or operation;  
Monitors and reports on various operational aspects of the department at the request of the Director;  
Prepares, or participates in the preparation of, departmental budgets, schedules, analyses, reports and financial statements for approval by the Department Director;  
Analyzes departmental/program expenditures for compliance with authorized budgets;  
Reviews/analyzes periodic financial reports and statements;  
Reviews and analyzes procedures and practices to determine efficiency and effectiveness of operations;  
Develops, interprets, and implements departmental policies and procedures to improve efficiency, productivity, and operating economy for the work unit;  
Represents the department or division on County committees, boards, and at various meetings;  
Establishes and maintains liaison relationships with other County departments and with various outside agencies, groups, and concerns;  
Conducts various departmental meetings;  
Generates, submits, and tracks regulatory and compliance documents;  
Researches and writes reports and memoranda;  
Ensures work unit policies, procedures, and activities comply with applicable federal/state statutes, regulations, and County policy;  
Develops and maintains databases using commercial software to monitor and track information;  
Prepares user manuals, glossaries, training materials, etc. for use of departmental databases;  
Utilizes an automated information system to monitor, track, and present data.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- management analysis and review;
- the principles and practices of public sector organization and administration;
- principles and practices of public-sector budgeting and financial management;
- research/analysis methodology and techniques and report preparation;
- public relations/public speaking/meeting facilitation;
- laws, regulations, statutes, policies, and procedures (County/State/Federal) applicable to work unit;
- computerized data, word processing systems and various applications of automated information systems.

Skill in:

- representing a department or division;
- reviewing and analyzing departmental policies and procedures;

- administering project and program activities;
- prioritizing and coordinating multiple tasks and activities;
- reviewing and analyzing accounting, budget and financial reports;
- communicating effectively, both orally and in writing, and preparing reports;
- researching, compiling, and analyzing information and making recommendations;
- interpreting and applying statutes, regulations, policies, and procedures;
- use of automated information systems to maintain/monitor data and produce documents.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business or public administration, management, accounting or finance or a related field and three years of professional administrative or managerial experience. [A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of required experience.]

OR:

(2) An Associate's degree or at least 60 semester-hours from an accredited college or university with a major in public or business administration, management, accounting or finance and five years of professional administrative or managerial experience.

OR:

(3) Seven years of professional administrative or managerial experience which included the review/analyses of accounting, budgeting or financial documentation.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.