



**COUNTY OF SONOMA
INVITES APPLICATIONS FOR THE POSITION OF:**

Administrative Aide (PROMOTIONAL)

An Equal Opportunity Employer

SALARY

\$23.33 - \$28.37 Hourly \$1,872.79 - \$2,277.37 Biweekly \$4,057.71 - \$4,934.30 Monthly
\$48,692.51 - \$59,211.59 Annually

OPENING DATE: 06/03/11

CLOSING DATE: 06/12/11

THE POSITION

THIS RECRUITMENT IS PROMOTIONAL ONLY. YOU **MUST** PRESENTLY BE A FULL- OR PART-TIME REGULAR OR PROBATIONARY COUNTY OF SONOMA EMPLOYEE IN ORDER TO APPLY FOR THIS POSITION.

The employment list established from this recruitment may be used to fill future vacancies as they occur during the active status of the list. **County employees who wish to be considered for future vacancies should consider applying to this recruitment.**

Economic Development Board:

The Economic Development Board (EDB) has **one Full-Time** vacancy for a Senior Green Business Program Coordinator (CST: Administrative Aide), and **one Part-Time (.50 FTE)** vacancy for a Program Coordinator (CST: Administrative Aide).

The **Senior Green Business Program Coordinator** is responsible for the oversight and expansion of the Sonoma Green Business Program. Responsibilities include: marketing and strategic development; performing water, energy, waste and pollution prevention audits; communicating with relevant governmental agencies and business leaders; administering the program database; developing content for program website and monthly newsletters; and event planning (annual Business Leaders' Breakfast and select outreach events).

The ideal candidate for the Senior Green Business Program Coordinator position will possess experience with project management, public speaking, research and writing, and will be able to work independently with little oversight.

The **Program Coordinator** (.50 FTE) is responsible for creating program task timelines; managing all logistical requirements; coordinating technical plans for audiovisual and webcast support; coordinating participating speakers, organizations, and award winners; producing all documents associated with events, creating marketing materials, seeking sponsorship; managing registration; and coordinating activities on-site, the day of the event. This position demands frequent and precise communication and relationship building with a variety of groups, from County Supervisors to media to hotel staff.

The ideal candidate for the Program Coordinator position will be a self-starter, possess excellent written and verbal communication skills, and have the ability to manage multiple projects and events.

Sonoma County Sheriff's Office:

The Sheriff's Office is seeking a qualified individual to fill **one Full-Time** Administrative Aide position in the Sheriff's Purchasing Unit. This position is responsible for: planning, directing, and supervising staff in the Sheriff's Purchasing Unit, including monitoring workflow, and daily operations; providing feedback to employees; preparing formal written evaluations; working with department management staff to report expenditures and provide input on new Sheriff's Office purchasing procedures; coordinating and evaluating records and systems that integrate

with Sheriff's Office accounting systems; preparing and reviewing various monthly spreadsheets and statements; processing requests and payments for purchases, including online orders; maintaining good working relationships with the Auditor's Office, County Purchasing, County Treasury, and other County agencies; responding to correspondence; working on various committees and projects; and other duties as assigned.

The ideal candidate for the Administrative Aide position in the Sheriff's Office will have excellent multi-tasking abilities, and possess excellent written and verbal communication skills. Experience working with accounting systems and Microsoft Excel is desirable.

Sonoma County Water Agency

The Sonoma County Water Agency is seeking a qualified individual to fill one **Full-Time** position for a Records Management/Clerical Services Supervisor.

This position will have significant responsibility in supervising and overseeing staff responsible for electronic and paper based records at the Sonoma County Water Agency. Responsibilities of this position include: planning, developing, and implementing records management policies; facilitating the development, reviewing, and improving of electronic and traditional filing systems, and maintaining records to meet administrative, legal, and financial requirements; establishing, maintaining, reviewing, and documenting records systems and support procedures; coordinating and responding to public records requests according to applicable rules, laws and regulations; advising and guiding staff in the management of their records, as well as providing related training; and other related duties as required.

The ideal candidate for the Records Management/Clerical Services Supervisor position will possess a high proficiency and aptitude for document control and records retention technology, including knowledge of various software programs such as Adobe Acrobat, DocuShare, and MS Office Suite; an understanding of ADA accessibility compliance related to the development, conversion, and posting of electronic information and public records maintenance principles; possess excellent written and verbal communication skills; and have proven supervisory experience. Previous experience in records management is highly desirable.

For more detailed information about examination steps and the hiring process, you are encouraged to go to <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Any combination of course work and training that would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in public administration, business administration, management, accounting, political science, economics, statistics, English composition, psychology or closely related courses would provide such opportunity.

Experience: Work experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, some experience related to general administration, accounting, budgetary analysis, or human resources work including the compilation, tabulation, analysis, and presentation of statistical and narrative written reports would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: administrative techniques and principles of organization, accounting, budget and human resources administration; techniques and practices of research methodology, data

collection, and preliminary analysis; report writing; application and use of basic statistics; interview techniques sufficient to obtain information related to employment and administrative matters; written and oral communications, including language mechanics, syntax and English composition; modern office methods and procedures; database, spreadsheet and word processing applications including basic methods of graphic presentations.

Ability to: collect, compile and analyze qualitative and quantitative data; understand and explain laws, regulations and policies governing program operations; communicate effectively orally and in writing; establish and maintain effective working relationships with management, employees, clients, and the public; understand program objectives in relation to departmental goals and procedures; organize and prioritize work assignments; use and understand common database, spreadsheet and word processing applications; learn specialized computer applications. Certain positions may require the ability to speak, read and write fluent Spanish.

Positions allocated to this class may require specific knowledge and abilities.

SELECTION PROCEDURE

APPLICATION INSTRUCTIONS:

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to go to <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass), and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the **Application & Supplemental Questionnaire Appraisal Examination**. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

BACKGROUND INVESTIGATION - SHERIFF'S OFFICE

The Sheriff's Office policy is that all employees, civilian and law enforcement, are required to successfully complete a thorough background investigation prior to employment. This policy is imperative in order to keep Sheriff's Office employees and the public safe, and to maintain high standards in the law enforcement community.

The background investigation will include a thorough assessment of a candidate's personal, employment, educational, criminal, and credit history. The investigation may include, but is not necessarily limited to: use of prescription and/or other drugs, reports from former employers, friends, family members, educational institutions, law enforcement agencies, credit reports, court

reports, public records search, and/or other relevant sources. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment.

All candidates will be required to take a polygraph and pre-employment medical examination. A pre-employment medical examination will be conducted including drug and alcohol testing as part of the pre-employment medical examination for all applicants and for all current employees who are offered employment within the Sheriff's Office. Additionally, candidates for Deputy Sheriff, Correctional Officer, and Communications Dispatcher will be required to take a psychological evaluation. Candidates for Deputy Sheriff, Correctional Deputy, Communications Dispatcher, and Detention Assistant will also be required to take a pre-employment physical abilities examination. The results of the investigation shall be confidential and shall not be available to the candidate for review. Failure to pass the background investigation will eliminate a candidate from the employment process.

Any issues that arise during the investigation process will be assessed and judgment and discretion will be used to determine the employability of the candidate.

If a job candidate has any prior history of controlled substances, the Sheriff's Office has established guidelines to evaluate and determine a candidate's suitability for employment. Where there is evidence of a candidate's past use of controlled substances, many factors shall be used to determine the employability of the individual such as pattern of use, kind of drug used, circumstances of the start of the drug use, treatment, behavior and attitude since discontinuance, etc. Please note that a history of using controlled substances does not result in automatic disqualification from the selection process. Prior to disqualifying any candidate whose profile falls within the provisions of the policy, the candidate shall be given the opportunity to present any and all evidence of mitigating facts which the candidate feels should be considered by the hiring authority.

For specific details on the drug policy, please click on the following link:

http://www.sonomasheriffjobs.org/includes/Drug_Guidelines.pdf

How To Apply:

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be **RECEIVED** by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.

HR Analyst: ML

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #11/05-0810-P

ADMINISTRATIVE AIDE (PROMOTIONAL)

ML

Administrative Aide (PROMOTIONAL) Supplemental Questionnaire

1. Please describe your experience related to general administration, accounting, budgetary analysis, or human resources related work. Include in your response any experience you have compiling, tabulating, analyzing and presenting statistical and narrative written reports.

2. Administrative Aide positions require the ability to maintain effective working relationships with management, employees, clients, and the public. Please describe your experience working with management and executive level staff.

3. Please describe your experience utilizing Microsoft Office related software, including Microsoft Excel, and Word. Indicate your level of experience (beginning, intermediate, or advanced), and how you used this software in the course of your work.

4. The Administrative Aide positions require the ability to multi-task. Please describe your experience managing multiple projects and/or assignments. Include in your response the name of your employer, and position title where you gained this experience.