



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Administrative Coordinator

An Equal Opportunity Employer

SALARY

\$26.31 - \$31.98 Hourly \$2,112.00 - \$2,567.16 Biweekly \$4,576.01 - \$5,562.17 Monthly
\$54,912.13 - \$66,746.10 Annually

OPENING DATE: 07/18/19

CLOSING DATE: 08/05/19

THE POSITION

**Grow your career with the County of Sonoma.
Multiple Administrative Coordinator positions available!**

**Starting salary up to \$31.98/hour (\$66,746/year), a cash allowance of \$600/month,
and a competitive total compensation package!***

Administrative Coordinators provide administrative and technical support, including research and reporting, for a variety of general and specialized programs and projects. Applying for this recruitment can take you on a variety of careers paths throughout the County of Sonoma.

Ideal candidates will possess:

- Superb organizational and time management skills, with a strong attention to detail
- The ability to prioritize competing deadlines
- Excellent verbal and written communication skills
- Knowledge of electronic office equipment and applications
- Strong ethical standards

Positions are currently open in the following departments:

Clerk-Recorder-Assessor-Registrar of Voters

This position will prepare Board of Supervisor agenda items; draft official candidate handbooks for elections; and prepare, send, and receive communications between the Registrar of Voters Office and voting districts to share relevant election information. Additionally, the Administrative Coordinator will monitor inventory and place orders for office supplies, submit County work orders, place service calls for equipment, and support staff in completion of travel authorization paperwork and fleet car reservations. **Please Note:** Positions in the Registrar of Voters Office require a considerable amount of mandatory overtime during peak election periods.

Economic Development Board (EDB) - Creative Sonoma

The EDB Administrative Coordinator will assist Creative Sonoma in compiling materials for grants, research, evaluation materials, and photo and video documentation; as well as coordinate logistics for events, support board and committee meetings, and create content for outbound communications. Additionally, this position will maintain databases; prepare and monitor contracts and invoices; prepare associated reports; and provide office administration support, such as reception responsibilities, calendaring, and ordering office supplies.

General Services - Energy & Sustainability

This position will provide public education and outreach on the benefits and value of energy efficiency, water conservation, renewable energy generation, seismic strengthening, wildfire

safety, and sustainable practices with respect to building improvements and conduct building site visits and assessments to identify and/or verify building improvement project results and sustainability practice implementation. Additionally, this position will process program applications and requests for financing disbursement and review supporting documents, and assist professional staff with long-term and special administrative projects that require various types of research and analysis.

Human Services Department - Promotional Opportunity Only

Please note: The Human Services Department (HSD) has requested a **department promotional** certification to fill this position. **Only qualified permanent and/or probationary HSD employees on the eligible list may be eligible for referral to the department for this position.**

Working in the Economic Assistance Division's Data and Reporting Unit, this position will use large data sets to produce weekly, monthly, and ad hoc reports; and will lead groups in report development. Additionally, the Administrative Coordinator will manage access for 250+ Economic Assistance Task Manager system users; assist staff with the Workforce Management phone system; and maintain the QFlow Lobby Tracking system.

Transportation & Public Works Department

Supporting executive management at the Charles M. Schulz - Sonoma County Airport (STS), this position is responsible for tracking Airport records including tenant leases, revenue, and insurance compliance; preparing and processing daily deposits; managing Airport merchandise sales; ensuring copyright and office merchandise compliance; supervising front office customer service staff; and supporting the processing and issuance of various Airport security badging levels. Additionally, this position assists professional staff with developing long-term and special administrative projects, creating policies and procedures, and preparing and tracking Board of Supervisor Agenda items.

The Civil Service title for this position is Administrative Aide. This employment list may also be used to fill future full-time, part-time, or extra-help positions as they occur during the active status of the list. **County employees who wish to be considered for future positions are strongly encouraged to apply to this recruitment.**

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 special endorsements, as required by the State of California, may be required depending upon assignment 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 & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should 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, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

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.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being

considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

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 prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #19/07-0810-O
ADMINISTRATIVE COORDINATOR
AK

Administrative Coordinator Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- Association of Bay Area Governments (ABAG)
- CalJobs
- Careers in Government
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- Jobs Available
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter

- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- I would also like to be considered for future part-time positions
- I would also like to be considered for future extra-help positions
- I am only interested in full-time positions

3. Please outline your college level coursework in public or business administration, management, accounting, political science, economics, statistics, English composition, psychology, or closely related courses. Include the title of your classes and the number of completed units or hours.

* 4. Please describe your professional administrative experience:

- Compiling, tabulating, and analyzing data
- Presenting statistical and/or narrative reports

Include the name of each employer where you performed these functions, your job title(s), the specific duties you performed, and the applicable employment dates (mo/yr to mo/yr).

* 5. Please describe your experience preparing for and supporting meetings and/or events. Provide a specific example, and include details regarding:

- The type of event and audience size
- Your role and responsibilities
- The challenges you faced and how you overcame them

* 6. Please provide an example that demonstrates your experience collaboratively working with other offices, departments, and/or agencies.

* 7. Administrator Coordinators utilize a variety of software such as Microsoft Office Suite, Adobe Suite, web-based applications, and County-proprietary systems to successfully complete tasks. Please list the programs/applications you are most proficient in and include an example of how you have used them.

* Required Question



COUNTY OF SONOMA BENEFITS: UNREPRESENTED*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.

Retirement: Fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.