

Greenlee County is currently accepting applications for a Public Works Operations Analyst (Clerical) position in the Public Works Department. \$15.06 hourly, non-exempt position. Minimum requirements: 1.) High School Diploma or equivalent; 2.) advanced knowledge of computers and operation systems and data entry; 3.) knowledge of general business and accounting functions; 4.) Current application on file at the Greenlee County Board of Supervisors Office, P O Box 908, 253 5th Street, Clifton, AZ, 85533, 928-865-2072, www.co.greenlee.az.us. Deadline for filing: May 18, 2018, 5:00 p.m. It is the responsibility of the applicant to ensure their application is current.

CLASSIFIED AD

PUBLISH: Beginning now and ending May 16, 2018

BILL TO: Greenlee County
Board of Supervisors
P O Box 908
Clifton, AZ 85533

GREENLEE COUNTY

CLASS CODE:

PUBLIC WORKS OPERATIONS ANALYST

NATURE OF WORK

Under supervision of the Public Works Manager performs administrative level work for the Public Works Department in administration and coordination; ensures the efficient operation of the information processing systems; and the preparation of the departmental, budget.

Supervision Received

Work is performed independently under the general direction of the Manager or the Assistant Manager during the absence of the Manager. The employee is expected to exercise initiative, independent judgment and discretion in performing a full range of administrative and office management responsibilities.

TYPICAL DUTIES

- # Performs extensive computer data entry in the Maintenance Management System of projects, plans, organizes, coordinates, monitors, directs, and participates in activities of the Public Works Department involving the performance of administration, general business, and accounting functions and the design, utilization, operation, and maintenance of the computer system and related programs.
- # Coordinates and performs a variety of administrative staff work such as: scheduling; billing; records management; responding to requests for information or service; performing related administrative, planning and research activities; and preparing correspondence, reports, and statistical information as required. Orders fuel, parts, materials. Maintains fixed assets/inventory.
- # Organizes accounting procedures, devises forms, and prepares procedures manuals required to guide the activities of personnel.
- # Assists in preparation of annual budget. Monitors expenditures, purchases, and other entries to ensure and maintain accurate, up-to-date documentation.
- # Performs special assignments and research as requested.
- # Performs related work and other duties as assigned.

Work Contacts

Regular contact with members of the Public Works department, other county departments, vendors, contractors, and the general public to direct and/or respond to inquiries for information or assistance, provide explanations, coordinate activities, gather required information, and resolve complaints.

QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience in data processing plus five years of progressively responsible work experience in accounting or four years experience in County Government or related field required.

Desirable Knowledge, Abilities and Skills: Considerable knowledge of current acceptable accounting principles and practices; laws and ordinances governing County finances; data entry and verification procedures. Knowledge of current acceptable supervision practices and principles. Considerable ability to cross train in other positions as necessary; establish and maintain effective working relationships with co-workers, other agencies and the general public; prepare clear and concise reports. Ability to communicate well orally and in writing. Considerable skill in operation of computer operating systems and data entry; research and verification of information.

SPECIAL QUALIFICATIONS

Valid Arizona drivers license. Typing speed of 35 accurate words per minute.

Conditions of Work

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends.

I understand that the Public Works Manager has the authority to determine the methods, means and personnel to maintain efficient operations in the department. I further understand that the Manager has the authority to direct my work and to evaluate my performance on a regular basis at his discretion.

Signature of Employee

Date

Printed Name of Employee