



Position Title	Administrative Officer
Reports To	Executive Director
Classification	Full Time/Exempt
Salary	Range 35
General Description	
<p>Under the Executive Director's supervision, this position provides administrative and financial management, including general office operations. The Administrative Officer can exercise good judgment in various situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Admin Officer will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times, to handle a wide variety of activities and confidential matters with discretion.</p>	
Essential Duties and Responsibilities	
<ul style="list-style-type: none"> • Completes a wide variety of administrative tasks for the Executive Director and the Commission as needed • Coordinates various projects, meetings, and commission requirements (e.g., meetings, in-service, travel, and accommodations, etc.) • Monitors and coordinates budget activities, including budget expenses spreadsheet, purchase requests, and expense documentation filing system • Oversee the day to day financial needs and office operations • Supports the development and application of the Commission's Annual Budget • Supports the annual audit and maintains an organized system of records to facilitate the overall audit process • Serves as a liaison with the Madera County Auditor/Controllers Office • Maintains a wide variety of physical and electronic documents, files, and records in accordance with established administrative guidelines and requirements (e.g., payroll, internal controls, petty cash) • Maintains records of the Commission, including minutes, by-laws, and documentation • Assists in coordinating the Commission's meeting agenda, takes minutes of assigned meetings and provides a recap of action items • Maintains/coordinates general organization and cleanliness of shared spaces, including break room, copy room, and office storage rooms • Performs other duties as assigned. 	

Qualifications
<p>Skills/Abilities</p> <ul style="list-style-type: none"> • Excellent organizational skills that reflect ability to perform and prioritize multiple tasks with exceptional attention to detail • Exhibit interpersonal skills and the ability to build professional relationships • Excellent written and verbal communication skills • Exhibit proactive approaches to problem-solving with sound judgment and decision-making • Emotional maturity and ability to maintain the confidentiality of sensitive information • Adaptability to competing demands <p>Education/Experience</p> <ul style="list-style-type: none"> • Bachelor's degree in business management or administration or related field from an accredited institution • Three-years of relevant experience working in a public agency, governmental and/or non-profit experience is preferred • Knowledge of current accounting principles, practices, and procedures • Experience of internal financial control process • Excellent computer skills, including Microsoft Office (Outlook, Word, Excel, and PowerPoint)
Licenses and Other Requirement
<p>Possession of a valid California Class C driver's license and a reliable means of transportation. Incumbents must be insurable by the liability carrier of the Madera County Children and Families Commission. Incumbent must pass a background check.</p>
Physical Demands
<ul style="list-style-type: none"> • Hearing and speaking to exchange information and make presentations. • Dexterity of hands and fingers to operate a computer keyboard • Able to read a variety of materials. • Sitting or standing for extended periods of time. • Lifting or carrying cumbersome materials to set up for meetings, e.g., easels, flip charts, refreshments, brochures, etc.
Work Environment
<ul style="list-style-type: none"> • Some travel, primarily within the County and State, to attend various meetings. • Fast-paced, diverse and dynamic environment. • Will require working some evenings and weekends. • Work cohesively with Commissioners, FIRST 5 staff, management, and outside vendors