

DISTRICT ATTORNEY
POSITION: CHIEF ADMINISTRATOR
FLSA: Exempt

Nature of Work: The purpose of this job is to represent the District Attorney in managing and/or coordinating daily operations of the office. Responsibilities may include but not limited to administration of personnel policies and procedures, fiscal operations, County/State agencies coordination.

Major Tasks and Duties: The following job description was developed in-house to include the major and most frequent duties and tasks. However, the job incumbent may perform other duties as assigned by the District Attorney.

A: Manage and/or coordinate daily operations of the office either through direct supervision or through departmental supervisors.

- Communicate with departmental supervisors concerning daily activities and issues.
- Meet with staff either independently or in group meetings to discuss various aspects of daily operations.
- Submit a monthly progress report to the District Attorney.
- Receive written and oral reports from unit directors and/or other staff.
- Supervise the Clerical Sr. Administrative Assistant, the Deputy Administrative Assistant, and other staff as assigned by the District Attorney.

B: Administration of Personnel Policies and Procedures. Make recommendations to the District Attorney on personnel actions to be taken in regard to employees.

- Enforce office personnel policies and procedures.
- Make recommendations to the District Attorney on personnel actions to be taken in regard to employees' disciplinary issues, hiring and terminations.
- Counsel with employees concerning various issues affecting their work product and personal conduct.
- Make recommendations to the District Attorney concerning new or modified personnel policies and procedures.
- Create and maintain job descriptions of all office positions.
- Administer employee merit increases and cost of living adjustments.
- Process appropriate paperwork for the hiring, termination, or retirement of employees and contract workers.
- Maintain a salary schedule of all personnel by department and seniority.
- Maintain a personnel file for each employee and contract worker.

C: Direct and coordinate fiscal operations for the office through preparation of annual budgets, maintaining an inventory of physical assets, monitoring revenues, expenses, cash deposits and disbursements either directly or with the assistance of the Clerical Sr. Administrative Assistant.

- Prepare an annual personnel budget, county budget, state budget, Department of Human Resource contract budget, multiple departmental budgets, and multiple specialty grant budgets.
- Maintain financial books and records according to guidelines mandated by State and Federal auditors.
- Maintain required records of county, state and federal equipment inventories.
- Monitor revenues and expenses to conform with annual budgets.
- Prepare budget change requests as needed for submitting to the County Commission.
- Enforce the timely collection of revenues and depositing of the proceeds to the appropriate bank accounts.
- Authorize the purchase of goods and services and disbursement of funds to pay for these.
- Maintain bank accounts and prepare monthly bank reconciliations of all office funds not under the control of the County Commission.

D. Direct the creation of and monitoring of all grants utilized by the office.

- Direct the writing of grant projects and compile accompanying budgets to be submitted for approval.
- Submit grant applications to the County Commission, State and Federal funding agencies for approval.
- Monitor expenses and records in accordance with grant and auditing guidelines.
- Serve as a project director monitoring grant performance to assure compliance with grant goals and objectives.
- Meet with federal monitors and grant staff during a grant monitoring session.
- Communicate with project directors of State and Federal funding agencies.
- Assure monthly, quarterly, and annual financial and narrative reports are prepared and submitted to each funding agency in a timely manner.
- Prepare a timely budget change request to help assure the full utilization of all grant funds.

E. Coordinate efforts to improve office technology in order to assure clerical and legal staff have adequate equipment, software and resources to perform their work in a timely and effective manner.

- Coordinate efforts with the District Attorney and the Director of Information Systems to formulate and implement a comprehensive technology policy for the office.
- Utilize input from operational staff personnel to help assess the need for equipment and software applications.
- Recommend technical training for staff which will enhance their ability to do their work more efficiently.

F. Communicate with and coordinate projects with the staff and departmental heads of other government agencies.

- Attend monthly County Commission meetings.
- Coordinate office activities with the County Administration, county elected officials and/or their staff.
- Coordinate office activities with other state agencies.
- Communicate with and attend committee meetings with various organizations that have joint projects with this office.

Knowledge, Skills and Abilities:

- Knowledge of policies and procedures of the District Attorney Office.
- Knowledge of double entry accounting techniques and principles.
- Knowledge of management principles.
- Knowledge of personnel and/or human relations principles.
- Knowledge of budgeting techniques.
- Knowledge of data processing techniques and applications.
- Knowledge of statutes which apply to personnel, fiscal and other functions of this office.
- Knowledge of banking procedures.

- Skill in communications.
- Skill in handling personnel issues.
- Skill in financial matters.
- Skill in using computer technology.
- Skill in written communication.

- Ability to represent the District Attorney outside of the office as required.
- Ability to assess the existing policies and procedures and recommend changes.
- Ability to read and/or prepare a financial statement.
- Ability to deal effectively with personnel.
- Ability to work with auditors and monitors.
- Ability to collect revenues in a timely manner.
- Ability to monitor and control operating and capital expenditures.
- Ability to prepare operating budgets.

Minimum Qualifications:

Bachelor's Degree in Finance, Accounting, Office Administration, or other related fields and at least three to five years of administrative and financial experience.