

**CLASS TITLE: ADMINISTRATIVE OFFICER/
SLA PROGRAM MANAGER**

Class Code: 02590200

Pay Grade: 26A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Director of Executive Director, Emergency Management Agency, by supervising the performance of work of a staff engaged in providing administrative support services including personnel, budget, fiscal and to administer and coordinate specialized programs such as the State and Local Assistance (SLA); and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Director or Executive Director, with wide latitude for the exercise of independent judgement in the performance of assignments; work is subject to review for results obtained and conformance to the instructions and policies.

SUPERVISION EXERCISED: Supervises and coordinates the work of subordinates engaged in performing administrative duties to include, typing, word processing and fiscal tasks; reviews work in process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Director of Executive Director by supervising the performance of the work of a staff engaged in providing administration support services including personnel, budget, fiscal and clerical.

To serve as SLA program manager; coordinating specialized tasks required by the Federal Emergency Management Agency (FEMA) SLA program.

To hold informational workshops and/or individual meetings with city and town emergency management officials to explain funding mechanism of SLA program and to encourage participation in such program.

To be responsible for the preparation of reports and for the review of local documents required for federal participation in the SLA program and forward such reports to FEMA.

To design and establish forms for local city and town use in quarterly financial expenditure reporting; to review and analyze such reports and records for compliance to federal criteria and guidelines.

To prepare necessary state forms for reimbursement to local cities and towns based on allowable expense reported in the quarterly financial expenditure reports and keep records of all expenditures and reimbursements as needed for state or federal audit.

To prepare the preliminary annual State and Local Assistance budget estimates and forward to Fiscal Management Officer for inclusion in the federal budget application.

To fulfill duties of executive secretary to the executive director to include scheduling of appointments; speech and confidential correspondence preparation.

To perform all personnel functions, to include CS-3 actions and benefits counseling for RIEMA staff as well as automated payroll functions for said staff.

To coordinate the ordering, receipt and storage of supplies and equipment for office use.

To make administrative studies, analyses and recommendations of proposed changes in policies and procedures for RIEMA and the SLA program.

To handle important and routine agency correspondence.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and objectives of public administration and a working knowledge of the background and objectives of federal,

state and local emergency management programs; a working knowledge of the principles and practices of office management; the ability to supervise an office staff engaged in record-keeping, personnel, disbursing and budgetary control functions; the ability to prepare reports with findings, conclusion and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from college of recognized standing with specialization in business administration, public administration, economics or related fields; and

Experience: Such as may have been gained through: employment involving supervision of an office staff engaged in performing routine and difficult clerical tasks.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3/15/03