

**LUZERNE COUNTY
Job Description**

Position Title: Director of Administrative Services

Department: Division of Administrative Services

Reports to: County Manager

FLSA Status: Exempt

Essential Duties and Responsibilities: The Director of Administrative Services is responsible for overseeing the operations of human resources, purchasing and acquisition activities, information technology, data processing and other data management services, registration of voters and conduct of elections, issuance of appropriate licenses and permits, maintenance of appropriate records, grant writing, community development, tourist promotion and any other powers, duties, programs, services or functions that may be assigned by the County Charter or the Administrative Code.

Minimum Qualifications, Skills and Abilities

Bachelor's Degree or equivalent. Five to seven years administrative ~~e~~ or managerial experience in government, preferably at the county level. Education, in public administration, at the graduate level may be substituted for up to one year of experience.

Also accepted for application are those with an equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above.

Proven skills in administration and innovative problem solving techniques, budgeting, effective customer service and strong interpersonal skills. Ability to express ideas and communicate on technical and/or administrative subjects, both orally and in writing.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.

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