



**March 2019**  
**FLSA: EXEMPT**

## **ADMINISTRATIVE SERVICES MANAGER**

### **DEFINITION**

Under administrative direction, plans, organizes, and manages the administrative services for the District, including budget and accounting, human resources, benefit administration, risk management, and facilities/fleet management; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Air Pollution Control Officer (APCO). Exercises general direction and supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for the District's budget and accounting activities, human resources function, benefit administration, risk management, and facilities/fleet management services. This class provides assistance to the Air Pollution Control Officer (APCO) in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, all District functions and activities, including the role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. The Administrative Services Manager acts as the APCO as necessary. This class is distinguished from APCO in that the latter has overall responsibility for the entire District and reports directly to the Board of Directors.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Prepares and monitors the annual budget for the District; directs fiscal reporting systems and implements budgetary controls; analyzes revenue and expense history and makes recommendations; prepares budget packets; makes adjustments as needed during the fiscal year; maintains multiple grants budgeted by fund; oversees the tracking work of activity and costs for air pollution control activities.
- Manages all accounting activities of the District, including billing, payroll and accounts payable, financial record preparation, bank transactions and cash oversight; reviews and approves year-end accruals and adjustments, analysis, and reconciliations of accounts to general ledger, and the preparation of financial statements and reports; oversees grant financial administration and fixed asset

- management; prepares materials for and coordinates District financial audits.
- Reviews the work of direct reports in areas such as payroll, accounts payable, accounts receivable, and front desk operations; evaluates performance and implements training, counseling, and discipline as needed.
- Performs risk management duties regarding the maintenance and renewals of District insurance policies.
- Acts as the District's personnel administrator regarding personnel records, recruitment and selection, long term disability, deferred compensation, new hire processing, and employee benefits; administers open enrollment of benefits; provides assistance to employees regarding retirement procedures; provides information to employees and managers regarding employee union contracts; gathers information used in employee negotiations, disciplinary matters, and grievances; serves as a team member in the negotiation of labor agreements.
- Administers the District's Workers' Compensation program through a third party administrator.
- Reviews, develops, recommends, and implements administrative services goals, objectives, policies, and priorities.
- Manages recruitment and staffing activities including drafting of job announcements and updating job descriptions; posts job announcements and reviews employment application packets; screens applicants, interviews selected candidates, and makes hiring decisions along with the APCO and division managers.
- Administers District contracts including the maintenance of employment contracts.
- Coordinates with other management team members for building maintenance, janitorial, and grounds maintenance services and other services for the District's offices; oversees fleet vehicle services.
- Oversees the purchasing function of the District; directs the preparation of requisitions and payment processing; plans and directs fixed asset purchases; prepares requests for proposal documents.
- Attends and participates in training on topics in finance and human resources; attends professional and community meetings; stays current on issues relative to the fields of finance, human resources, labor relations, and benefits administration.
- Responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; provides financial data pursuant to public records requests; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of management and supervision.
- Personnel administration.
- Methods and techniques of training and motivation.
- Methods and techniques of scheduling work assignments.
- Justification and control of budget practices.
- Principles and practices of governmental accounting, including payroll and accounts payable.
- Principles and practices of Workers' Compensation management.
- Benefit administration.
- Automated financial information systems.
- Practices of public debt financing.
- Grant and contract preparation and review process practices.
- Procedural aspects of building maintenance and fleet vehicle maintenance.
- Principles and practices of purchasing.

- Applicable federal, state, and local laws, codes, and regulations, including those applicable to financial activities of special districts.
- Standard office procedures, practices, and the operation of modern office equipment, including a computer and applicable software.
- Methods and techniques for record keeping, report preparation, and writing.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Prepare and administer comprehensive budget activities.
- Direct and prepare fiscal activities.
- Serve the District in a leadership capacity.
- Analyze administrative problems and recommend solutions.
- Coordinate a variety of administrative operations.
- Oversee and perform risk management, benefit administration, personnel, purchasing functions, and front desk operations.
- Oversee building maintenance and fleet vehicle services.
- Actively participate in the collective bargaining process.
- Create written presentations regarding technical matters.
- Plan, organize, train, evaluate, motivate, and direct the work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Understand, explain and apply applicable laws, codes, and regulations, including District regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Meet the public in situations requiring diplomacy and tact.
- Dealing constructively with conflict and developing effective resolutions.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in business, public administration, accounting, or a related field, and five (5) years of increasingly responsible accounting, human resources, and administrative experience, preferably in a public agency.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C California Driver License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work also requires the incumbent to occasionally drive motorized vehicles.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.