

ADMINISTRATIVE SERVICES SUPERVISOR

SUMMARY

Under the direction of the Administrative Services Manager (ASM), performs a wide variety of professional and technical level tasks and activities associated with the administration, finance, human resources, public information, safety, and risk management functions of the District. Advises and makes recommendations to the ASM to ensure delivery of District programs and designated services to employees and District ratepayers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

- Administers the District's benefit programs by managing annual open enrollment, assisting employees with benefit issues, verifying and approving monthly premium billings, maintaining employee personnel files and benefits, prepares benefits censuses and other various reports.
- Administers and coordinates the District's recruitment and selection programs. Tasks includes; develops job announcements; prepares, distributes, collects and screens applications; conducts the interview and selection process; coordinates reference and background verifications; and schedules required pre-placement physicals; and conducts new hire orientations, and ensures safety orientation are scheduled and completed.
- Reviews benchmark classifications and conducts surveys on issues related to classification changes, compensation, range adjustments and merit increases.
- Maintains annual employee benefits and salary statements.
- Maintains the District's Human Resources Policy Manual (HRPM), job descriptions, orientation materials, website and other related documents.
- Remains informed on Federal, State and other legislation and regulations regarding personnel administration and human resources issues. Recommends policy and program changes as appropriate.
- Consults with managers and supervisors on minor disciplinary issues and other employee relations issues; assists with reviewing performance evaluations and employee memos
- Administers the District's Public Information program and coordinates the activities of LWD's public information contractor in the development of public information material including, but not limited to, newsletters, brochures, Facebook activity, and website updates to educate and inform customers of District services.
- As the District's Safety Coordinator, administers the District's worker's compensation, safety programs and return-to-work programs to ensure District services are performed in a safe and effective manner.
- Assists with the financial functions of the District. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and

approves expenditures (within authorized limits). Reconciles the District's general checking, flexible spending, reserve, and the General Manager's checking accounts.

- Assists with the development of Board agendas. Drafts agenda items and presents recommendations to the Board of Directors on a variety of administrative, financial and personnel issues.
- Attends and participates in a variety of professional groups and District committees.
- Compiles data and analyzes information.
- Assists in the preparation and the collection of information for the annual audit.
- Reviews and analyzes financial policies and recommends improvements and modifications.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THESE DUTIES:

- Ability to understand, develop and administer programs, activities and functions related to essential duties and responsibilities.
- Knowledge of the principles of personnel and human resources management, specifically as they apply to the public sector.
- Understanding of Federal and State legal principles and regulations.
- Ability to perform intermediate functions in Microsoft Office Suite.
- Ability to evaluate, interpret and analyze data and make appropriate recommendations.
- Ability to maintain the highly confidential nature of personnel information.
- Ability to exercise independent judgement in formulating recommendations and decisions for the District.
- Ability to work both independently and work well within a team environment.
- Effective oral and written communication skills.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Ability to perform and follow safety procedures.

SUPERVISORY RESPONSIBILITIES

Directly supervises Administrative Specialist staff. Carries out supervisory responsibilities in accordance with District policies and applicable laws. Responsibilities include interviewing, training; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Education: A Bachelor's Degree from an accredited college or university in business management, public administration or closely related field is required. Experience: A minimum of five years of increasingly responsible professional administration experience is required, with at least three years of experience in administrative and management analysis.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively communicate and present information and respond to questions from employees, board of directors, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" driver's license.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in an office setting. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

CLASS HISTORY

Established:	JULY 2015	Revised/Reviewed:	JUNE 2020
FLSA Status:	Non-Exempt	Salary Grade:	22
Reports to:	Admin. Services Manager	Department:	Administration