

LEUCADIA WASTEWATER DISTRICT
Job Description

Salary Grade: 19
Job Title: **Administrative Services Manager**
Department: Administration
Reports To: General Manager
FLSA Status: Exempt
Prepared By: GM
Prepared Date: 5/10/05
Approved By: GM
Approved Date: 6/8/05

SUMMARY

Under administrative direction, is responsible for planning, directing and managing the finance, administration, human resource, and risk management functions of the District. Advises and makes recommendations to the General Manager and Board of Directors. Acts as General Manager in his/her absence. Manages a variety of administrative activities to ensure delivery of District programs and designated services to the public or other individuals, or implement laws, policies or programs by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for development and administration of programs related to the District's provision of services. Assists in the development of District wide goals and objectives.

Plan, organize, review and evaluate complex projects and issues. Performs program management, project management, and contract administration functions.

Develop, implement, administer and accurately interpret policies, rules, regulations, procedures and guidelines.

Prepares and directs the preparation of a wide variety of technical and administrative information, materials, reports and recommendations for presentation to the General Manager and Board of Directors.

Directs the District's Risk Management Functions. Manages the District's general liability, property, worker's compensation and benefits insurance programs.

Serves as District Safety Officer

Acts as review manager responding to or resolving complex or sensitive customer inquiries or complaints.

Provides technical advice and support to employees and department heads on related administrative needs.

Directs the District's Human Resource functions. Oversees the recruitment of personnel; directs and participates in the establishment of work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance and disciplinary procedures.

Manages and coordinates District's financial functions. Oversees the development of the annual budget; prepares projections, forecasts of revenues and expenditures. Assists with the development of the annual audit.

Represents District at a variety of internal and external meetings, including public and private agencies, and the general public.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of the Administrative Services Department. Manages the financial services contract and directly supervises two non-supervisory employees and a part time non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Education and experience equivalent to graduation from an accredited 4 year college or university with a Bachelor's degree in Public or Business Administration, or related field and five years applicable program and management experience in the public sector, including two years of high level management experience of professional and technical staff. A Master's degree is preferred but not required. Knowledge of the principles and practice of local government and public administration.

LANGUAGE SKILLS

Ability to communicate clearly and concisely, both verbally and in writing. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and

presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to analyze, research and prepare complex reports on a variety of subjects. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in narrative, mathematical or diagram form and deal with several abstract and concrete variables. Understand, explain and apply principles and practices to develop recommendations and deal constructively with conflict to develop effective resolutions.

OTHER SKILLS AND ABILITIES

Ability to meet District insurability standards.
Proficient with Microsoft Excel and Word.
Ability to utilize personal computers in an office.
Ability to utilize financial/accounting software.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" driver's license.

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.