

ADMINISTRATIVE SERVICES MANAGER

SUMMARY

Under general direction, the Administrative Services Manager (ASM) is responsible for planning, directing and managing the finance, administration, human resources, insurance and risk management functions of the District. The ASM advises and makes recommendations to the General Manager and Board of Directors. The ASM reports directly to the General Manager and acts as General Manager in his/her absence. The ASM oversees a variety of administrative activities to ensure the delivery of District's programs by performing duties personally or through subordinates.

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.

- Directs the District's Financial functions. Oversees the development of the annual budget, prepares projections, forecasts of revenues and expenditures. Monitors and approves expenditures (within authority limits). Directs the preparation and implementation of budgetary adjustments as required. Regularly prepares monthly financial statements and reports for presentation to the Board of Directors reflecting the financial standing of the District.
- Directs the preparation of the District's Comprehensive Annual Report (CAFR). Directs the preparation of periodic and special financial reports and analyses, including those required for submission to various governmental agencies. Annually updates Financial Plan projections with audited figures and presents findings to Board of Directors.
- Directs professional accounting work including maintenance of the general ledger, varied subsidiary ledgers and journals, accounts receivable and payable, payroll and numerous control and informational records and reports. Directs the integration of computer-based systems for accounting. Administers investments and other financial management programs.
- Directs the District's Human Resource functions. Oversees the recruitment of personnel; directs and participates in the establishment of work methods and standards; reviews and evaluates employee performance and disciplinary procedures.
- Directs the District's Administrative functions. Develops administrative policies and procedures recommendations. Assists in the development of the District wide tactical goals and objectives. 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 and Insurance functions. Manages the District's general liability, property, ancillary, worker's compensation and benefits insurance programs.

- Regularly exercises discretion, independent judgement, and decision making. Independently performs highly responsible, sensitive and complex technical and administrative tasks.
- Plans, organizes, reviews and evaluates complex projects and issues. Performs program management, project management, and contract administration functions.
- Develops, implements, administers, updates, and accurately interpret polices, rules, regulations, procedures and guidelines.
- Responds to and resolves difficult and sensitive employee and customer issues/complaints.
- Provides technical advice and support to employees and department heads on related administrative needs.
- Represents the District at a variety of internal and external meetings, including public and private agencies, and the general public.
- Observes safe work practices and safety methods. Performs other duties as assigned.

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

- Ability to meet District's insurability standards.
- Ability to perform advanced functions in Microsoft Office Suite.
- Ability to utilize financial/accounting software.
- Ability to perform and follow safety procedures.
- Ability to work both independently and work well within a team environment.
- Knowledge of governmental, fund, and general accounting principles, practices and procedures including budgeting and investment techniques
- Knowledge of Human Resources principles and practices
- Knowledge of Risk Management principles and practices
- Knowledge of Administrative principles and practices including goals and procedure development and implementation, work planning and organization, and employee supervision.
- Knowledge of auditing principles and practices.
- Knowledge of applicable laws and regulations.
- Knowledge of the principles and practice of local government and public administration.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of the Administrative Services Department. Directly supervises the Administrative Services Supervisor and the Accounting Technician. 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. 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.

LANGUAGE SKILLS

Ability to communicate clearly and concisely, both verbally and in writing. Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to plan, and 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, decimals, percentages, ratios, and proportions to practical situations. Ability to understand and apply business math and financial formulas, such as depreciation, amortization, discounts, present values, interest rates, returns, loans, payroll, mean, median, inventory, etc. Ability to read and prepare charts and graphs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" driver's license.

Possession of a Certified Public Accountant (CPA) license is highly desirable.

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.

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:	JUNE 2005	Revised/Reviewed:	JUNE 2020
FLSA Status:	Exempt	Salary Grade:	31
Reports to:	General Manager	Department:	Administration