

## RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

### ADMINISTRATIVE SERVICES SUPERVISOR

#### Job Description

Exempt FTE Salary

\$59,446.40 - \$75,857.6

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Reports directly to the District Administrator. Provides general accounting, financial, human resource, and clerical services to the District. Provides information and services to the general public and other agencies.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the District Administrator. Exercises direct supervision over assigned staff and volunteers.

**ESSENTIAL FUNCTIONS:** *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Organization, cleanliness environment of the district office
- Prepares district annual budget
- Payroll
- Human Resources
- Tracks all district financial accounts
- Responsible for the working relationship between other agencies, such as Sacramento County Finance Department (and their Compass accounting tracking)
- Inputs all employee health benefits, hours worked, timecards
- Responsible for supervising district annual audit
- Responsible for managing all district employee benefit contracts
- Monitors accounts due
- Monitors district staff charge cards
- Responsible for organizing Board of Directors meeting, assist with preparation of board packages as needed, and attending Board Meetings
- Word processing of reports and letters.
- Works closely with Division Supervisors when scheduling the use of District Facilities, collection of rental fees, and ensures compliance with facility use regulations.

- Answers phones and provides information or directs the caller to the proper staff person.
- Performs all related duties as directed by the District Administrator
- Processes accounts payable for those delinquent in District finance
- Maintains the District's Vehicle maintenance schedule
- Conducts research on other local Recreation and Park District's operating procedures with regards to common issues
- Filing financial claims/District documents

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work effectively with the public and with staff.
- Working knowledge of the computer programs Word and Excel, and simple accounting skills.
- Knowledge of general office procedures, practices, telephone etiquette, letter writing, and report formats.
- Operate standard office equipment

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**EDUCATION AND EXPERIENCE:**

- Three years of responsible experience in a similar or related field
- High School Diploma or GED and 40 or more units from an accredited College or University
- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Services Supervisor**
- Must be minimum 18 years of age.

*Rio Linda Elverta Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Rio Linda Elverta Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss the potential accommodations with the employer.*