



JOB DESCRIPTION

Job Title:	Administrative Services Director	FLSA Status:	Exempt
Position Type:	Full-time	Pay Type:	Salaried
Reports To:	General Manager	General Work Shift:	Monday – Friday 8:00am – 5:00pm; flexible to work evenings and weekends as required.

DEFINITION: Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Administration Department including finance, human resources, information technology, and risk management; formulates departmental goals, objectives, policies and procedures, work standards, and internal controls; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction of the General Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

- Assumes full management responsibility for all Administrative Services Department programs, services, and activities, including finance, human resources, risk management, and information technology services.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Administrative Services Department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Directs the development and administration of the District's annual budget; works with executives and management to provide technical expertise on budget related matters and to ensure that the budget is completed in a timely manner.
- Oversees preparation of the Annual Financial Report and the annual financial audit.
- Oversees management of the District's investment portfolio; ensures that investments meet the District's policy guidelines and that adequate cash is available to meet obligations; prepares

- periodic reports regarding investments to the Board of Directors and General Manager.
- Serves as the District's Risk Manager, Americans with Disabilities (ADA) Compliance Officer, and Safety Officer; develops, implements, and conducts risk management training and education of staff; ensures compliance with federal and state laws, regulations, and standards as they are updated or changed.
 - Confers with District managers and employees regarding current and anticipated information systems requirements and the feasibility of alternative conceptual approaches to meeting requirements; develops and recommends short- and long-term plans for hardware and software upgrades; works with District managers to prioritize hardware and software upgrades; establishes hardware and software standards to meet the technology needs for the District.
 - Reviews and responds to requests for information under the California Public Records Act as they pertain to the area of assignment; maintains financial transparency reports.
 - Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
 - Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
 - Represents the department to other District departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
 - Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
 - Participates in and makes presentations to the Board of Directors and a wide variety of committees, boards, and commissions.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of finance, human resources and information technology.
 - Directs the maintenance of working and official departmental files.
 - Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Assistant General Manager or General Manager.
 - Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
 - Serves as a spokesperson for the Administration Department at a variety of community events, meetings, and other public relations activities.
 - Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
 - Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of information technology systems.
- Principles, practices, and procedures of public administration in a special district setting.
- Investment principles and practices.
- Debt management principles and practices.
- Functions, authority and responsibilities of an elected Board.
- Funding sources for special district government services.
- Public agency contract administration principles.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- Applicable federal, state, and local laws, rules, regulations, and ordinances relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Administration Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:

Education: Equivalent to a bachelor’s degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience: Five (5) years of increasingly responsible government finance experience, including three (3) years of supervisory experience.
Masters Degree preferred

Licenses and Certifications:

- Possession of a valid California Driver’s License, to be maintained throughout employment.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District and meeting sites; 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 work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter 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 averaging a weight of 10 pounds or heavier weights of up to 50 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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.

ORGANIZATIONAL RELATIONSHIP:

