



FINAL DRAFT

**DIRECTOR OF ADMINISTRATIVE SERVICES
Salary Grade 698**

DEFINITION

Under administrative direction, serves as department manager for the Administrative Services Department, and is a member of the Senior Management team; areas of responsibility include accounting, finance, human resources, office administration, safety, fleet management, and information technology; serves as a resource on department matters to the General Manager, District management and employees; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; may serve as General Manager in that individual's absence; and performs other duties as assigned.

This position is designated as an "at will" position.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Exercises direct supervision over supervisory, professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This is a single-position senior management level classification responsible for providing general management, leadership, and direction of the Administrative Services Department, including accounting, finance, budget, human resources, office administration, safety, fleet management, and information technology, including day-to-day operations, short- and long-range program planning, and budgeting. Responsibilities include coordinating the department's activities with those of other internal departments and external agencies. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the General Manager in that the latter is responsible for the management, direction, and administration of all District departments, programs, functions, operations, and services.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, directs, and supervises assigned staff in all financial activities, including accounts payable, accounts receivable, general ledger, payroll, purchasing, fixed assets, debt service, budgeting, forecasting, rate and fee studies, and long-term financial planning.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Plans, organizes, administers, reviews, and evaluates the work of assigned staff, directly and through subordinate levels of supervision.

- Oversees the preparation of financial and other documents including operating and capital budgets, audits, the Comprehensive Annual Financial Report, recurring or special reports, agenda materials, policies, procedures, and other documents as needed.
- Manages District support services in areas such as information systems, clerical/administrative services, fleet management, risk management, human resources, staff development and training, public information, and other support services as may be assigned from time to time.
- Directs, oversees, and participates in the Administrative Services Department work plan; prioritizes and assigns work activities, projects, and programs, and monitors progress; reviews and evaluates work products, methods, and procedures; implements needed work process and automation improvements and methods for improving customer service.
- Provides for the selection, training, professional development, and work evaluation of department staff; recommends discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures, as well as process control, to meet legal requirements and District needs.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- Consults with other departments, provides assistance, and proactively works with other Executive Team members and Senior Management to implement the Board of Director's Strategic Vision for the District and promote efficient and effective operations.
- Attends Board of Director and Board Committee meetings, and prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on finance and administration matters; assists the General Manager in carrying out directives of the Board of Directors.
- Represents the District and make presentations to other governmental, regulatory or private organizations, media representatives, or District employees.
- Reviews, interprets, develops, modifies, and implements District administrative policies and procedures; works with department management to resolve issues and matters not addressed by existing District policies or procedures.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive administrative services department including, but not limited to, finance, procurement, human resources, office administration, risk management, fleet management, and information technology.
- Principles, practices, and methods of governmental accounting and generally accepted accounting principles, rate-setting, auditing operations, and long-term financial planning, including internal controls and audit procedures, investments and public retirement systems, purchasing and procurement, claims and risk management, real property transactions, and related legal provisions.
- Administrative principles and practices, including goal setting, program development,

- implementation, and evaluation.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of leadership, management, supervision, team building, and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Techniques of optimal decision-making, risk and sensitivity analysis, prioritization, and management of complex and interactive programs.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize and direct the services and staff of the Administrative Services Department including finance, human resources, office administration, risk management, fleet management, and information technology
- Strategically formulate and implement programs, budgets, and administrative operations.
- Provide effective leadership to the department and the District.
- Administer programs and the work of staff, directly and through subordinate levels of supervision.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Analyze complex problems, prepare concise and accurate reports and findings, and make sound recommendations.
- Prepare and direct the preparation of clear and concise reports, correspondence, policies, procedures, and other written materials.
- Oversee the design and ongoing maintenance of complex recordkeeping systems.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, public administration, or a related field.

Experience

Seven (7) years of increasingly responsible financial management program experience, two (2) years of

which must be in a supervisory or management capacity; experience in a public agency is highly desirable.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.

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 to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 up to 25 pounds.

ENVIRONMENTAL CONDITIONS

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.