

**DIRECTOR OF ADMINISTRATIVE SERVICES**  
**Salary Grade 566**

**DEFINITION**

This single-class professional position performs highly responsible and complex professional work, manages the administrative services of the District including accounting, finance, human resources, office administration, and necessary support services for the engineering and operations departments, serves as a resource to the General Manager and other District employees, actively participates on the Executive Team, and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from and reports to the General Manager. Provides supervision to professional, technical and clerical staff.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Personally perform, manage or supervise 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. Oversee 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.
- Oversee the performance of District support services in areas such as information systems, clerical/administrative services, facilities management, fleet management, risk management, staff development and training, public information and other support services as may be assigned from time to time.
- Direct, oversee and participate in the Administrative Services Department work plan. Prioritize and assign work activities, projects and programs, and monitor progress. Review and evaluate work products, methods and procedures. Implement needed work process and automation improvements and methods for improving customer service. Consult with other departments, provide assistance and proactively work with other Executive Team members and Senior Staff to implement the Board of Director's Strategic Vision for the District and promote efficient and effective operations.
- Attend Board of Director and Board Committee meetings, and prepare and present staff reports and agenda items for consideration by the Board. Serve as advisor to the General Manager and Board on financial and administration matters. Represent the District and make presentations to other governmental, regulatory or private organizations, media representatives or District employees.
- Review, interpret, develop, modify and implement District administrative policies. Resolve conflicts involving multiple departments in matters not addressed by existing District policies or procedures.
- Perform a variety of other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- The 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, claims and risk management, real property transactions, and related legal provisions.
- Principles and practices of public sector administration and support services for operational enterprises, including clerical services, information systems, facilities management, fleet management, safety practices, employee development, public information, modern office procedures, methods, forms, equipment and software, and policy development and implementation.
- Principles and practices of leadership, management, supervision, team building and conflict resolution.
- Techniques of optimal decision-making, risk and sensitivity analysis, prioritization, and management of complex and interactive programs.

### **Skill in:**

- Analyzing complex problems with limited data, preparing concise and accurate reports and findings, and making sound recommendations.
- Efficient use of Microsoft Office word processing, spreadsheet, database and presentation software.
- Effectively managing the day-to-day operation of a fiscal operation.
- Planning, organizing, directing and evaluating the work of others, and coordinating and overseeing the work of others through direct and indirect supervision.
- Developing and achieving program goals through independent work or cooperative work as a member of a team.

### **Ability to:**

- Be accountable for the effective and efficient attainment of assigned goals.
- Think strategically, and address both significant details and larger overall program goals.
- Oversee the design and ongoing maintenance of complex record-keeping systems.
- Identify areas for improvement and implement appropriate processes.
- Attend work and perform duties on a regular and consistent basis.
- Establish and maintain effective working relationships with others.
- Communicate effectively to a wide variety of audiences.

**Education and Experience:**

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

- Possession of a Baccalaureate degree from an accredited college or university with a major in accounting, finance, public administration or other related major.
- Five years of full-time accounting or financial management experience including budgeting and rate setting, at least two years of which were in a supervisory capacity.

Experience in a public agency is highly desirable.

**Licenses and Certifications:**

Must possess a valid California class C driver's license and have and maintain a satisfactory driving record.

**Physical Demands:**

Work is performed in a normal office environment and occasionally outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical office equipment and motor vehicle, and possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 35 pounds.