YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ADMINISTRATIVE SERVICES MANAGER

Department: Administration **Reports To:** Executive Director/APCO **FLSA Status:** Exempt

Employment Group: Exempt – Unrepresented / Regular Full-Time **Approved/Revised:** 07/2019

DEFINITION

Under the general direction of the Executive Director/APCO, coordinates and directs the Air Quality Management District's budget activities; supervises and coordinates the administrative functions of the District; serves on the District management team; develops and provides policy guidance for management; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

The **Administrative Services Manager** receives general direction from the Executive Director/Air Pollution Control Officer (APCO) and exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for the District's budget and accounting activities, human resources, benefits administration, risk management, and facilities/fleet management services. This class assists the APCO in various administrative, coordinative, analytical, and liaison capacities. Successful performance in the position requires knowledge of public policy, District functions and activities, the role of the Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the division's activities with those of other divisions and external agencies, and managing and overseeing the division's complex, varied functions. The incumbent is accountable for achieving divisional planning and operational goals and objectives, and for advancing District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

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

- Reviews, develops, makes policy recommendations, and implements program goals, objectives, policies, and priorities as related to administrative functions; formulates administrative rules, procedures, and policies; Oversees central office activities of accounts payable, accounts receivable, reception, and record retention; defines problems and implements changes related to administrative procedures, staffing needs, facilities management, information technology, vehicle fleet and maintenance, and other systems or services requirements; coordinates with other staff and supervisors in meeting District goals and objectives.
- Prepares, controls, and monitors the annual budget; prepares fiscal plans and estimates; develops fiscal reporting systems and implements budgetary controls; analyzes revenue and expense history and makes recommendations.
- Oversees internal and external audits, performs difficult and complex audits, and develops policies and procedures.
- Prepares, monitors, and reviews grant and contract documents; prepares and monitors billing and compliance with contract provisions; designs and coordinates project, grant, and contract reporting systems necessary to track work activity.
- Acts as the District's personnel administrator regarding personnel records, policies, and procedures, recruitment, and selection; advises managers on personnel matters; conducts discipline and internal investigations; oversees labor relations activities, including coordination of employee negotiations, and serves as a team member in negotiations of labor agreements.
- Oversees and reviews the Board Clerk's activities; assists in coordinating the Board of Directors' activities, including the agenda and supporting documentation; transmits records or notices of action taken to

appropriate parties; answers inquiries regarding matters pending before the Board of Directors and those previously acted on; attends to administrative details required by the Board.
- Oversees recruitment processes; makes hiring recommendations; evaluates the performance of subordinates; implements discipline of subordinates; Oversees staff training in District procedures.
- Administers the District's safety program; acts as the District's safety manager; develops, implements, and maintains an injury and illness prevention plan; conducts safety meetings; investigates accidents and unsafe conditions; oversees the workers' compensation program.
- Administers the District's liability insurance program; reports insurance claims to the carrier; reviews and researches claims against the District; interacts with the insurance carrier.
- Works with District Counsel on personnel, labor relations, contracts, and potential and actual litigation.
- Provides information to sources and the general public regarding District administrative procedures for permitting and enforcement.
- Confers with representatives of other governmental agencies on various administrative, financial, and other related business matters.
- Performs risk management duties regarding the maintenance and renewals of District insurance policies.
- Responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; provides financial data pursuant to public records requests; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of training and experience that provides the required knowledge, skills, and abilities qualifies. A typical way to obtain the required qualifications would be:

- Five years of progressively responsible experience in an administrative, managerial capacity or sixty (60) semester units or ninety (90) quarter units from an accredited college or university, and three years of progressively responsible experience in an administrative, managerial capacity that could likely provide the desired knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Preparation, justification, and control of budget practices.
- Principles and methods of sound public and business administration with emphasis on organization, as well as budgetary preparation and control.
- Principles and practices of management and supervision.
- Personnel administration.
- Methods and techniques of training and motivation.
- Methods and techniques of scheduling work assignments.
- Principles and practices of governmental accounting, including payroll and accounts payable.
- Principles and practices of Workers' Compensation management.
- Benefit administration.
- Automated financial information systems.
- Grant and contract preparation and review process practices.
- Procedural aspects of building maintenance and fleet vehicle maintenance.
- Principles and practices of purchasing.
- Applicable federal, state, and local laws, codes, and regulations, including those applicable to the financial activities of special districts.
- Standard office procedures, practices, and the operation of modern office equipment, including a computer and applicable software.
- Methods and techniques for record-keeping, report preparation, and writing.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for effectively representing the District in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Prepare and administer comprehensive budget activities.
- Direct and prepare fiscal programs.
- Serve the District in a leadership capacity.
- Analyze administrative problems and recommend solutions.
- Coordinate a variety of administrative operations.
- Oversee and perform risk management, benefits administration, personnel, and purchasing functions.
- Oversee building maintenance and fleet vehicle services.
- Actively participate in the collective bargaining process.
- Create written presentations regarding technical matters.
- Plan, organize, train, evaluate, motivate, and direct the work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Understand, explain, and apply applicable laws, codes, and regulations, including District regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow up on work assignments.
- Work independently and as part of a team.
- Meet the public in situations requiring diplomacy and tact.
- Deal constructively with conflict and develop effective resolutions.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work safely.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL ABILITIES

Must be able to perform the essential functions of the job. Daily activities involve prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping. The position also requires hand-eye coordination and fine motor skills to prepare reports and data using a computer keyboard, mouse, and other office equipment. Occasional lifting, dragging, or pushing of files, computer reports, or other materials up to 25 pounds is required. Travel by vehicle and air is necessary.

At times, the public can disagree with regulatory agency requirements, and it may be difficult to work with. This position must handle such situations with diplomacy and tact.

WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

SPECIAL REQUIREMENTS

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.