



ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under 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, benefit administration, risk management, and facilities/fleet management services. This class provides assistance to the APCO in a variety of 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 activities of the division with those of the other divisions and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Reviews, develops, makes policy recommendations and implements program goals, objectives, policies and priorities as related to administrative functions; formulates administrative rules, procedures and policies; supervises central office activities of purchasing, billing, 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 and assists with 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 District's personnel and benefits administrator regarding personnel records, policies and procedures, recruitment and selection; conducts new staff orientation; explains employment procedures and benefits to employee candidates, staff and the public; advises managers on personnel matters; implements and coordinates employee benefit programs; 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 activities; assist in the coordination of Board of Director's activities including, 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; attend to administrative detail required by the Board.
- Acts as District Filing Official for statements of economic interests.
- Interviews and makes hiring recommendations; evaluates the performance of subordinates; implements discipline of subordinates; trains staff in department procedures.
- Administers District's safety program; acts as the District's safety manager; develops, implements, and maintains injury and illness prevention plan; conducts safety meetings; investigates accidents and unsafe conditions; oversees workers' compensation program.
- Administers District's liability insurance program; reports insurance claims to carrier; reviews and researches claims against the District; interacts with insurance carrier.
- Works with District Counsel on personnel, labor relations, contracts, potential and actual litigations.
- Provides information to sources and general public regarding District administrative procedures for permitting and enforcement.
- Confers with representatives of other governmental agencies on various matters pertaining to administrative, financial and other related business.
- 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 would provide the required knowledge, skills, and abilities is qualifying. 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, and 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 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 contacts 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, benefit 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.
- Dealing constructively with conflict and developing 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 in a safe manner.
- 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. This position requires mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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. The nature of the work also requires the incumbent to occasionally drive motorized vehicles.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SPECIAL REQUIREMENTS

- This position must possess a valid California Class C Driver’s License.
- Safety training as required by the District’s Safety Program.

FLSA Status: Exempt At-Will

Revised: May 2000
Revised: June 2009
Title Change: June 2014
Revised: December 2016