

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Administrative Services Manager
ALLOCATION: County-Wide
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: March 2009

JOB SUMMARY:

Under general direction, plans, organizes, directs and coordinates the finance and administration division within a major County department, including managing, organizing, supervising, and implementing a variety of program planning and evaluation, financial planning and analysis, budgetary, administrative, personnel, management analysis, contract/grants development and management, purchasing, and liaison functions for a major County department; serves in a consultative role to a department head and other mid-management in addressing and resolving administrative, programmatic, and policy matters; provides complex assistance to a department head in areas of expertise; implements and facilitates the implementation of a wide variety of programs and projects; and performs other duties as assigned.

This is a single executive level management classification.

CLASS CHARACTERISTICS:

This position reports directly to a department head. Incumbent(s) in this class exercise full authority for making decisions and implementing programs to ensure the effective provision of administrative, financial and analytical services to the assigned large department, play an instrumental role in the department's policy decisions, and act on behalf of the department head in both administrative and financial matters. This class differs from the Administrative Services Officer series in that the latter performs and supervises the day-to-day operation of a department's divisional activities and does not exercise full administrative and financial responsibility. Further, this class is distinguished from the Management Analyst class series in that the latter is responsible for the performance of analytical staff service studies/projects rather than continuing supervisory responsibility for an operating administrative department.

EXAMPLES OF DUTIES:

Essential:

- Develops and implements a department's fiscal and administrative goals, policies, procedures and systems; identifies and develops new and/or modified administrative or operational support systems; recommends changes to increase the efficiency and effectiveness of the department.
- Plans, organizes, administers, trains, reviews and evaluates the activities of professional, technical, and administrative support staff, directly or through subordinate supervisors; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Plans, directs, manages, and participates in multiple and complex fiscal accounting operations; reviews, monitors and analyzes the activity of revenue and expense accounts; updates management staff, makes recommendations regarding budget and program issues and implements appropriate cost recovery or expense reduction policies to maintain balanced budgets within the department.
- Manages the collection and preparation of detailed divisional and department budgets, revenue and expense reports; acts as a resource for the department head, managers, and the County Administrator's Office in the preparation and forecasting of revenues, expenditures and resource needs.
- Monitors, analyzes and implements fee related funding sources; researches and pursues grant funding and other source funding; and oversees the submission and administration of local, state and federal grant applications, including the timely submission of required statistical, audit and financial reports.
- Administers or directs the development, preparation, and implementation of the departmental budget, including the review and analysis of division budget requests, development of justification for budget proposals, and the management of expenditures and revenues.
- Participates as a member of the department executive team in the review and establishment of policies and procedures for carrying out the department's goals and objectives, and initiates changes in methods and procedures to improve service delivery.
- Represents the Department Head on matters related to departmental administrative and financial functions.
- Coordinates the department's purchasing activities, including the preparation and distribution of requests for proposals for professional services and construction materials; analyzes proposals and negotiates and administers resulting contracts.
- Ensures the department's fiscal and administrative functions comply with applicable Federal, State and local

laws, regulations and ordinances.

- Monitors changes in laws, regulations, programs, and techniques as they relate to finance and administration functions; evaluates their affect on County activities; recommends and implements policy and procedural changes/adjustments as appropriate.
- Acts as department liaison with County services regarding budget, human resources, information systems, vehicles and facilities planning, construction and maintenance.
- Analyzes the economic and financial feasibility of proposed projects; analyzes alternative methods of financing and makes appropriate recommendations.
- Conducts or directs and evaluates complex studies pertaining to a variety of administrative and operational problems, and develops and implements effective solutions.
- Researches and prepares technical and administrative reports; prepares, reviews, and approves detailed written correspondence and reports.
- Builds and maintains positive working relationships with co-workers, County employees and the public using principles of good customer service.

Important:

- May be required to give presentations to various legislative and governmental bodies.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a County motor vehicle.
- Uses standard office equipment, including a computer, in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of the financial and administrative operations of a large, complex public department.
- Principles and practices of public administration, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organizational development.
- Methods, principles and practices of leadership, motivation, team building, and conflict resolution.
- Theory, principles, practices and application of government budgeting and accounting, including methods of financial reporting and financial statement preparation.
- Federal and State grant procedures and management.
- Financial and administrative problems common to the operation of a service oriented department.
- Federal and State laws, rules and regulations pertaining to governmental financial accounting and budgeting.
- Principles and practices of contract negotiation and administration.
- Modern office procedures and computer equipment.

Skill in:

- Planning, organizing, directing and evaluating the financial and administrative operations of a complex department, including developing and implementing goals, objectives, policies, procedures and work standards for the financial and administration function.
- Planning, training, reviewing and evaluating the work of assigned staff, including setting and evaluating performance standards.
- Preparing and directing the preparation of multiple, complex departmental and grant budgets; complex and diverse claiming processes and audit reviews.
- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans.
- Effectively analyzing and evaluating complex financial, budgeting and administrative problems and implementing effective solutions.
- Developing new policies and procedures as necessary to improve operations and implement changes required by laws and regulations.
- Interpreting and applying provisions of Federal, State and local legislation, rules and regulations pertinent to the administration of a public department.
- Explaining, interpreting and applying County and department policies, procedures, rules and regulations.
- Gaining cooperation through discussion and persuasion.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Maintaining accurate records and files and making accurate arithmetic and statistical calculations.
- Communicating clearly and concisely, both verbally and in writing.

Ability to:

- Effectively manage, train, develop and motivate subordinate staff.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Reason both deductively and inductively.
- Effectively represent the department before the Board of Supervisors, County Administrator, the public, media, and other entities and organizations.
- Establish and maintain effective working relationships in a diverse work force and community.
- Prepare clear and concise written correspondence and reports.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office setting.
- May be required to attend meetings outside the normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Accounting, Business Administration, Economic, Finance, Public Administration or a field closely related to the work and five years of progressively responsible professional experience in accounting or financial analysis which has included at least two years in a supervisory/management capacity.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, a Master's Degree from an accredited college or university in a related field and additional years of experience as defined above in a public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Department Head
Date:

Personnel Approval: Analyst
Date:

Signature: _____

Signature: _____