

ADMINISTRATIVE SERVICES SUPERVISOR

DEFINITION

Plans, organizes and provides direction and oversight to and personally performs professional level work in support of all District financial activities; functions as the Chief Financial Officer for the District; coordinates the production and the administration of the District's budget; performs human resources activities, including payroll, compensation studies, benefits plan administration and personnel record keeping; provides assistance to District management staff in areas of expertise; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager. Direct supervision is provided to office administrative support staff.

CLASS CHARACTERISTICS

The Administrative Services Supervisor oversees and participates in all District fiscal and human resources activities. The work involves the performance of financial processing, treasury, reporting, auditing, contract interpretation and other day-to-day functions. Responsibilities include coordinating the activities of the department with those of other departments. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within policy and procedural guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office; administers the budget for the department and District financial and human resources functions.
- Plans, organizes, administers, reviews and evaluates the work of office support staff; trains staff in work procedures; recommends disciplinary action as required.
- Implements systems and procedures related to financial record keeping, controls and reports; provides comprehensive financial management services and solves varied accounting and related issues.
- Assists in the preparation and administration of the District's operating and capital improvement budgets.
- Participates in the District investment process; maximizes income and safety through tax-exempt and other financing as directed and balances District accounts at the local bank and the County Treasurer.
- Reviews invoices to assign proper account or funding information; and prepares checks for District Board approval.
- Maintains tax roll information, and prepares manual billings as required.
- Maintains journals, the general ledger; prepares periodic and special reports as required for submission to various regulatory and other governmental agencies.

- Presents reports of District financial status and operations to the Board of Directors; may represent the District in meetings with governmental agencies, vendors, business and professional organizations and the public.
- Prepares annual Financial Statements; coordinates the annual financial audit; responds to and implements auditor's recommendations.
- Coordinates District human resources activities and functions, including compensation studies, benefits administration and personnel record keeping.
- Prepares the District payroll on a relief or as needed basis.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Acts as the General Manager on a relief or as assigned basis.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Computer applications related to the work, including word processing, spreadsheet and data base applications.
- Administrative principles and practices, including goal setting, program development and supervision of staff.
- Basic principles and practices of public agency human resources and benefits administration.
- Applicable laws, codes and regulations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Skill in:

- Planning, organizing and personally participating in a comprehensive public agency financial management program.
- Planning, organizing and personally participating in public agency human resources activities.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Selecting, training, motivating, supervising and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.

- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Working in a team atmosphere and participating on a variety of District-wide committees to enhance the provision of all District services.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in accounting, economics, business or public administration or a field related to the work and three years of experience in maintaining financial records and preparing statements in a public agency setting. Additional experience as described above may be substituted for the education on a year-for-year basis to a maximum of two years. Experience in a human resources function is desirable.

Interpersonal Effectiveness:

Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement.

License and Certification:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain Cardiopulmonary Resuscitation and First Aid certificates within a time period specified by the District.

Other Requirements:

Willingness and ability to work scheduled and emergency overtime; and attend meetings, workshops, and seminars during work and non-work hours as assigned.

Physical Requirements:

Be able to possess mobility to work in a standard office setting and to 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. Mental and physical ability to read fine print and computer monitors; converse in person and over the telephone; use a computer keyboard and calculator; sit for long periods of time, bend, stoop, stretch and reach; and strength and stamina to safely lift and carry up to 30 pounds.

Work Environment:

Works indoors, using computer monitor, works around others, works alone, works with others.
May rarely work outdoors.