



**ADMINISTRATIVE SERVICES MANAGER  
CHAPTER SEVEN – JOB DESCRIPTIONS  
COMPENSATION:**

**NUMBER: 7010  
EFFECTIVE: MARCH 2022**

<b>Annual Salary Pay Scale Administrative Services Manager</b>					
	Step 1	Step 2	Step 3	Step 4	Step 5
Annual	\$93,412.80	\$98,342.40	\$103,251.20	\$108,409.60	\$113,838.40

**7010 - ADMINISTRATIVE SERVICES MANAGER**

**1. GENERAL PURPOSE**

The Administrative Services Manager will direct, manage, supervise, and coordinate assigned programs and activities within the Administrative Services Department. Provides administrative support to the General Manager, District Accountant and staff. Keeps data sensitive information confidential and secure.

**2. DISTINGUISHING CHARACTERISTICS:**

This is an advanced level supervisory management position with significant administrative and solid waste management responsibilities including planning and delivering information to the public, Solid Waste Franchise Agreement administration, and supervising personnel. Requirements may include evening, weekend and holiday hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Administrative Services Manager will be responsible for all District Administration operations and Solid Waste management responsibilities, including human resources, payroll, risk management, customer service, finance and information systems; act as Deputy Secretary to the Board of Directors, Deputy District Clerk, and Deputy Secretary to the District; coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the General Manager.

**3. SUPERVISION RECEIVED**

Receives administrative direction from the General Manager.

#### **4. SUPERVISION EXERCISED**

Supervises Administrative Clerk and temporary and/or contract personnel, as assigned.

#### **5. DUTIES AND RESPONSIBILITIES (Illustrative Only)**

- Assume management responsibility for assigned services and activities of the Administrative Services Department.
- Handle all payroll processing duties from start to finish, including processing and filing of all payroll reports and taxes (monthly, quarterly & annually) to the various government agencies.
- Assume responsibility for all human resources services and activities including recruitment, hiring, classification, compensation, benefits and related services.
- Facilitate Proposition 218 noticing in compliance with solid waste rate changes.
- Perform responsible accounting duties pertaining to accounts payable and accounts receivable.
- Prepare and present staff reports, agendas, minutes and other necessary correspondence for Board and Standing Advisory Committees.
- Serve as the Deputy District Clerk at all Board and Committee meetings taking minutes and ensuring the meeting follows Roberts Rules of Orders and Brown Act.
- Maintain the Districts website, Facebook Page and YouTube channel.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within District policy, appropriate service and staffing levels.
- Plan, direct, coordinate, and review the work plan for the Administrative Services Department staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

- Manage District purchasing and contract administration; administer a variety of maintenance and service contracts.
- Manage District finances and financial activities including accounting, budgeting, customer service, and recommend and administer financial policies and procedures.
- Perform fiscal record management.
- Negotiate the purchase of insurance coverage or arrange alternative risk management mechanisms.
- Monitor worker's compensation claims; investigate and resolve third party tort claims; conduct inspections of facilities and work sites.
- Manage District information systems including local area networks and associated hardware and software; determine adequacy of District's current and future information technology requirements.
- Oversee maintenance of District office.
- Select, train, motivate and evaluate administrative services, department personnel, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the District's annual budget including franchise fee collected from solid waste collection franchisee; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Proactively seek new grants and other funding sources for solid waste franchise.
- Serve as the liaison for the Administrative Services Department with other District departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Develop and implement a public information program regarding assigned functional areas and act as a resource to the community for solid waste programs.
- Provide responsible staff assistance to the General Manager; serve as a member of the District's management team.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Administrative Services Department

programs, policies and procedures as appropriate.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Review and negotiate solid waste rate increases with oversight from the General Manager for Board approval.
- Act as interim or acting General Manager as required.
- Perform related duties and responsibilities as required.

## **6. ADDITIONAL DUTIES**

- Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative and productive work environment.
- Serves as a member and/or leader of various committees or other assigned group; assures coordination and cooperation.
- Represents the District in related professional organizations as appropriate.
- Performs other duties as assigned.

## **7. KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of; Standard Payroll procedures, practices and monthly, quarterly and annual tax reporting; Brown Act and Roberts Rules of Order for government meetings; principles of supervision, training and performance evaluation, program development, special district budget preparation and administration
- Knowledge of Solid Waste management regulations, statutory requirements and principles.
- Operational characteristics, services and activities of a comprehensive administrative services program.
- Skilled in; Modern computer technology and information systems including but not limited to MIP accounting software, Zoom Webinars, Adobe Acrobat, Microsoft Office Products including Outlook, Word, Excel, PowerPoint;

### Ability to:

- Support and follow departmental policies, goals, guiding principles, and Mission – Vision – Values Statement
- Collect and analyze data and report from solid waste franchisee to ensure appropriate performance
- Perform a variety of activities involved in the overall administrative, budgetary and personnel management activities of the District
- Interpret, apply, implement, monitor programs and explain Federal, State, and local policies laws, codes, rules, regulations, policies and procedures as they apply to the District.
- Keep up to date on payroll laws and continually be learning more.
- Oversee and participate in the management of the Administrative Services Department's operations, services and activities.
- Oversee, direct and coordinate the work of the District staff.
- Supervise, train and evaluate the performance of assigned staff.
- Work with General Manager to prepare and compile Board and Committee Agenda, Staff Reports, Agenda Packets and Meeting Minutes.
- Handle confidential information with high sensitivity and discretion.
- Maintain records or files in a compliant and organized fashion.
- Process accounts payable and accounts receivable
- Participate in the development and administration of District goals, objectives and procedures.
- Prepare and administer the District budget.
- Prepare clear and concise administrative, solid waste and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals with the General Manager.
- Research, analyze and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Provide technical and policy support directly to assigned council liaison to the Integrated Waste Management Authority (IWMA) Board.

## **8. EDUCATION/EXPERIENCE**

Any combination of experience or experience and training that would likely provide the required knowledge and abilities to perform the job duties. A typical way to obtain the knowledge and abilities would be:

Five years of increasingly responsible work in public administration;

Or,

Have office management experience including three years of administrative and supervisory responsibility.

Or,

A combination of education equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field and experience.

## **9. LICENSES/CERTIFICATES**

Valid California Driver's License at time of application