



FEBRUARY 2, 2022

JOB ANNOUNCEMENT

ADMINISTRATIVE SERVICES MANAGER

The Los Osos Community Services District's Administration Department prides itself on providing the best possible service to the community of Los Osos. Los Osos is a small eclectic coastal town tucked away on the Central Coast of California and is known for its beauty and unmatched scenic views of the surrounding area.

The Los Osos Community Services District is currently accepting applications for a full-time Administrative Services Manager position which will direct, manage, supervise, and coordinate assigned programs and activities within the Administrative Services Department including finance, human resources, payroll, risk management, customer service 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.

The District offers a competitive compensation package and an exceptional work environment to its employees. A complete job description and related requirements are available on the District website www.losososcsd.org

President
Matthew D. Fourcroy

Vice President
Charles L. Cesena

Directors
Troy C. Gatchell
Marshall E. Ochylski
Christine M. Womack

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Eddy Moore

Battalion Chief
Paul Provence

COMPENSATION:

Salary Pay Scale Administrative Services Manager (7/1/21)					
	Step 1	Step 2	Step 3	Step 4	Step 5
Annual	\$80,302.56	\$84,333.60	\$88,534.37	\$92,968.51	\$97,614.82
Monthly	\$6,691.88	\$7,027.80	\$7,377.86	\$7,747.38	\$8,134.57
Hourly	\$38.61	\$40.55	\$42.56	\$44.70	\$46.93

Placement in pay range is dependent on qualifications and experience.

Cover Letters and Resumes will be accepted until position is filled.

For more information go to:

<https://www.losososcsd.org/career-opportunities-administrative-services-manager>

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcsd.org



JOB DESCRIPTION

7010 - ADMINISTRATIVE SERVICES MANAGER

1. DEFINITION

To direct, manage, supervise, and coordinate assigned programs and activities within the Administrative Services Department including finance, human resources, payroll, risk management, customer service 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.

2. TYPICAL TASKS

- Assume management responsibility for assigned services and activities of the Administrative Services Department including human resources, payroll preparation, processing and filing of all payroll reports, perform responsible accounting duties pertaining to accounts payable and accounts receivable, information systems including maintaining 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.
- Assume responsibility for all human resources services and activities including recruitment, hiring, classification, compensation, benefits and related services.
- 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; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison for the Administrative Services Department with other District departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Prepare and present staff reports, agendas, minutes and other necessary correspondence for Board and Standing Advisory Committees.
- 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.
- Act as interim or acting General Manager as required.
- Perform related duties and responsibilities as required.

3. EMPLOYMENT STANDARDS

Knowledge of:

- Standard Payroll procedures, practices and tax reporting

- Operational characteristics, services and activities of a comprehensive administrative services program.
- Principles and practices of program development and administration.
- Principles and practices of special district budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Contract administration and negotiation.
- Risk management and loss control.
- 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
- Business and local government purchasing.
- Pertinent Federal, State and local laws, codes and regulations.
- Brown Act Government Meetings
- Robert's Rules Of Order

Ability to:

- 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.
- Select, train and evaluate 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. Prepare Board and Committee Meeting Minutes
- 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 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.
- Act as interim General Manager.
- Interpret and apply Federal, State, and local policies, laws

and regulations.

- 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.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

4. 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:

Experience:

- Five years of increasingly responsible public administration or office management experience including three years of administrative and supervisory responsibility.

Training:

- 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.