

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
415.459.1455 PH 415.459.3791 FAX

ADMINISTRATIVE SERVICES MANAGER

SUMMARY

Under the direction of the General Manager, this position is responsible for all aspects of the Agency's financial, human resources, administrative support, and information systems activities. This position functions as the Agency's Chief Financial Officer, Human Resources Manager and Office Manager, and may be appointed as the Agency's Treasurer by the CMSA Board of Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

Administrative

- Develops and directs the implementation of goals, objectives, and work standards for the Administration Department.
- Develops or assists in the development of administrative, financial, and human resources programs, policies and procedures, and work practices to meet Agency needs and to comply with legal requirements.
- Represents the Agency in meetings with other governmental and regulatory agencies, auditors and others business partners.
- Serves as the acting General Manager, as requested by the General Manager, or by the Board Chair in the absence of the General Manager.
- Oversees the review, preparation, and distribution of the Commission Agenda.
- Serves as the Recording Secretary for the Board of Commissioners, as requested.
- Supervises office and administrative support functions in support of the General Manager, management team, and Agency staff.
- Oversees the management of files and electronic documents in accordance with Agency policies.

Finance

- Manages and implements systems and procedures related to financial controls and reporting in compliance with legal guidelines and Agency policies.
- Oversees the development and production of the Agency's budget and financial reports.
- Oversees the processing of the Agency's payroll.
- Prepares documents, reports, schedules, and work papers required for coordinating the annual audit; confers with auditors and provides information as required; implements audit recommendations.
- Manages Agency risk management activities, including the procurement of appropriate insurance coverage.
- Plans, develops, implements, and administers the Agency's cash management and investment program in accordance with applicable state law and the Agency's investment policy as adopted by the Agency Commissioners.
- Oversees banking activities for the Agency.
- Performs, directs, and participates in long-term financial forecasting for the Agency.
- Coordinates the issuance of debt with financial advisors, bond counsel, and trustees.
- Maintains or directs the maintenance of financial records for various funding sources, including grants and capital improvement projects; prepares reports for such funding agencies, as applicable.
- Oversees the maintenance of Agency financial systems, including access to online banking and employee benefits enrollment functions. Develops and maintains system access and backup protocols.
- Oversees accounts payable and Agency revenue functions such as invoicing and collections.

- Advises departments on procurement and public contracting process to comply with Agency financial policies.
- Assists in the development of Agency's Capital Improvement Program and integration into the annual budget.

Human Resources

- Interprets and applies the Agency's Personnel Policies and Procedures, Memoranda of Understanding with bargaining units and state and federal employment laws.
- Represents the Agency on labor relations with employee bargaining groups; provides analytical support on labor relations matters.
- Administers the Agency's comprehensive employee benefits program.
- Advises supervisors and managers on personnel matters.
- Assists managers with Agency recruitments and hiring processes.
- Assists the Agency's Health & Safety Manager with administration of the Agency's Workers' Compensation and Modified Duty/Return-to-Work programs.
- Maintains confidential personnel files and other sensitive employee records.
- Prepares analyses related to classification, compensation, and succession planning.

Information Technology

- Oversees the management of the Agency's information technology systems.
- Supervises the analysis and evaluation of the Agency's system hardware and software needs for process control, business, communications, and administrative applications. Oversees budget for acquiring and maintaining system hardware and software.
- Ensures timely and accurate installation and configuration of new and upgraded system hardware and software, test modules, databases, and other system modifications to ensure operational effectiveness. Ensures staff training on the use of new and modified hardware and software is provided.
- Manages Agency efforts to maintain secure access to Agency systems.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Agency's finance, administrative, and information systems staff. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, as well as and applicable labor, regulatory and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning, assigning, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; evaluating performance; disciplining staff; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, economics, business or public administration, or a closely-related field. Possession of an advanced applicable degree and/or certification as a Certified Public Accountant is desirable.

Possess seven years of financial, administrative or management experience in business or public administration, at least four years of which were in a supervisory capacity. Experience in a public agency is highly desirable.

Interpersonal Skills

Ability to work cohesively in a team setting; Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek

assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret complex documents. Ability to communicate and respond effectively to the most sensitive inquiries or complaints. Ability to write clear and concise reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

Mathematical Skills

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, proportions, and present/future value to financial situations. Ability to use spreadsheet and database applications to manage financial operations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and apply government codes and regulations as it pertains to public sector finance and employment practices.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must lift and/or move up 10 pounds, shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus. A medical evaluation will be given to determine physical fitness for the job.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Administrative Services Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt
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