

# BEAR VALLEY CSD

## JOB DESCRIPTION

---

**JOB TITLE:** ADMINISTRATIVE SERVICES DIRECTOR  
**DEPARTMENT:** MANAGEMENT  
**REPORTS TO:** GENERAL MANAGER

---

### **JOB SUMMARY:**

Under direction of the General Manager, the Administrative Services Director plans, manages, oversees, and directs the operations and services of the Administrative Services Department which includes comprehensive municipal finance, risk management, and information services.

This generally includes, but is not limited to: Finance: budgeting, general accounting, utility billing, auditing, cash management, debt management, long-term capital and financial planning, payroll processing, and centralized payroll; Risk Management; Information Technology; Coordinates relevant activities with other District officials, departments, outside agencies, organizations, and the public; Provides responsible and complex staff support to the General Manager; May serve as the District Treasurer; and performs other related duties as required or assigned.

### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Services Director is a Department Head level position which oversees all functions and operations of the Administrative Services Department and is responsible for originating, carrying out, reviewing, interpreting, and coordinating policies in the administration of a complex multiservice municipal agency.

### **SUPERVISION RECEIVED/EXERCISED:**

This position receives direction from the General Manager and exercises direct and indirect supervision over professional, technical, and office support personnel, in addition to outside contractors and vendors.

### **ESSENTIAL FUNCTIONS STATEMENT:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

### **ESSENTIAL FUNCTIONS**

- Accepts responsibility for all Administrative Services Department activities and services, including activities associated with budgeting, general accounting, utility billing, auditing, payroll processing, risk management, grant administration, information technology, coordinates the

## JOB TITLE: ADMINISTRATIVE SERVICES DIRECTOR

---

District investment portfolio as authorized, and works cooperatively with other District officials and departments, outside agencies and organizations, and the public.

- Plans, develops, and implements departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance; finds efficiencies while enhancing services; ensures goals and objectives of the General Manager and Board of Directors are achieved.
- Assigns work activities and responsibilities to appropriate departmental personnel, consultants, vendors, and contractors; reviews and evaluates work of others; identifies and resolves problems and issues.
- Directs and manages the purchase of supplies, materials and equipment for the District, including review of contracts.
- Oversees the selection, training and evaluation of programs for Administrative Services; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations and standards.
- Directs and participates in all financial management and financial information system activities; manages and coordinates the District's investment portfolio, administers debt financing and capital management programs and secures tax-exempt and other types of financing; reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures; directs and participates in the preparation of specific studies, fiscal and budgetary analyses and projections.
- Serves as liaison with federal, state, regional, county and special district agencies
- Provides responsible and complex staff support to the General Manager and Board of Directors
- Develops recommendations for policies, laws, ordinances, resolutions, and programs related to the Administrative Services Department activities
- Prepares and administers the departmental budget; and coordinates the preparation of the District-wide budget including forecasts of general and special revenues; expenditures for staffing, materials and supplies; and capital purchases; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; provides a financial information resource for all District staff, other organizations, and the public.
- Manages the District's risk management functions including general liability, property, special events insurance, workers compensation, and employee benefit programs and coordinates related issues with the California Joint Powers Insurance Authority; coordinates litigation management with the General Manager and District General Counsel.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance, risk management, and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with the General Manager, Board of Directors, District General Counsel and other District staff, representatives of community organizations, state/local agencies and association.
- Functions as a member of the District's management team and participates actively in addressing issues of concern to the District, which at times may not be directly related or specific to the assigned department.
- Performs other duties as required.

# JOB TITLE: ADMINISTRATIVE SERVICES DIRECTOR

---

## **EDUCATION, EXPERIENCE & TRAINING**

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

Bachelor's degree from an accredited college or university with a major in accounting, economics, finance, business or public administration. Master degree and/or CPA preferred. Equivalent to seven (7) years of broad, complex, and extensive experience in municipal financial management, administration, risk management, and/or information technology, with at least three (3) years in an administrative, management, or supervisory capacity. Private sector experience may supplement but not substitute government experience.

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

## **KNOWLEDGE AND ABILITIES**

### ***Knowledge of:***

- Principles, practices and techniques of finance and financial information systems, administration, organization, and operation
- Principles and practices of governmental accounting; principles and practices of auditing and financial internal control
- Principles and practices of budgeting for ongoing operations and capital improvements
- Principles and practices of long-term financial planning
- Network-based and internet-based computer applications
- Methods and techniques of supervision, training and motivation
- Applicable federal, state and local laws, codes, and regulations, including those related to investments, municipal taxes and other revenues
- Modern office practices, methods and equipment, including computer and applicable software
- Methods and techniques for record keeping and report preparation and writing
- Proper English, spelling and grammar
- Occupational hazards and standard safety practice

### ***Ability to:***

- Plan, direct, manage and coordinate the work of the Administrative Services Department
- Develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels
- Analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness
- Analyze complex budgets
- Attend evening meetings as required
- Prepare clear, concise and complete financial statements, reports and written materials
- Plan, organize, train, evaluate, and direct work of assigned staff
- Interpret, explain and apply applicable laws, codes, and regulations

## JOB TITLE: ADMINISTRATIVE SERVICES DIRECTOR

---

- Read, interpret and record date accurately
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Follow written and oral directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Operate an office computer and a variety of office software applications, including financial and accounting programs, Microsoft Office Suite, etc.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person and by telephone; the ability to see within normal parameters with close and distance vision; the ability to sit, stand, walk, bend and reach; use of hands and fingers to operate a computer keyboard and communicate through written means; strength to lift and/or move up to 15 pounds.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position are generally performed under work conditions found in a typical indoor office environment. Travel to and work at out-of-office locations is required. The work week schedule requires attendance at meetings and events on evenings and occasional weekends. The noise level of the work environment is usually moderate.

### **DISASTER SERVICE WORKER**

Disaster Service Worker: In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

### **FLSA**

This is an FLSA Exempt position.