

JURUPA COMMUNITY SERVICES DISTRICT ADMINISTRATIVE MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of General Manager, assists in the planning, organization, and direction of the administrative functions of the District; carries out the responsibilities of the Secretary to the Board of Directors; supervises assigned staff; performs related work as assigned.

CLASS CHARACTERISTICS

This single position reports to the General Manager and is responsible for the development and administration of programs related to the District's administrative affairs. The incumbent is expected to demonstrate a high level of professional/administrative expertise and initiative in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the General Manager. The incumbent must also function as a member of the District's management team and participate actively in addressing issues of concern to the District which at times may not have a direct impact on the incumbent's area of specialization.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Responds as Acting Deputy General Manager when General Manager is absent, alternating with the Operations Manager.

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned program areas including public affairs, human resources, purchasing, customer services and utility billings. (All)

Continuously monitors and evaluates the efficiency and effectiveness of assigned programs; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and discusses with the Manager; implements improvements. (a b d g j i j k l o p)

Directs the development of systems, procedures, records maintenance programs, reports, schedules, and other administrative processes; assigns work programs and monitors progress. (a b d g j i k l o p)

Prepares reports, memorandums and other documents relevant to the administration of assigned programs; keeps the General Manager advised of activities pursuant to direction or in accordance with established procedures; represents the Manager at such functions and in such capacity as directed. (a b c i j k m p q)

Directs the preparation of or prepares requests for proposals on capital improvement projects; participates in bid evaluations and the selection of contractors/consulting engineers to be recommended to the Board of Directors; administers contracts and ensures contractor/engineer compliance with District requirements; confers with District Counsel on compliance with legal requirements pertaining to a variety of District activities. (All)

ESSENTIAL FUNCTIONS (Continued)

Administers, in conjunction with engineers and bond counsel, the District's assessment districts. (a b c d g h i j k p q)

Confers with engineers, contractors, District staff, representatives of other public agencies, developers, and members of the general public in addressing problems and issues of concern to the District. (a c d i j k m p q)

Assists in the development and administration of the District budget; participates in the evaluation of staff requests and program needs; develops or directs the development of data supportive of budget requests needs in assigned program areas. (a b d g h j k l n o q)

Ensures the preparation of agenda and Board meeting memorandums and supporting documentation; attends Board meetings; records Board meetings and ensures the preparation of official Board minutes; assists the Manager in the administration of Board meetings; prepares and presents staff reports and supporting documentation. (a b c d f i j k l m o p q)

Selects or assists in the selection of District employees; plans, organizes assigns, directs and participates in the establishment of work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends and initiates disciplinary action. (a b c d e g i j k m q)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the Board of Directors, and other public officials.
- d. Plan, direct, and coordinate District programs including human resources, risk management, customer service, engineering, public relations, and records management programs.
- e. Select, train, supervise and evaluate employees.
- f. Analyze legislation and develop effective recommendations.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles/ practices.
- l. Assist in developing comprehensive plans to meet future District needs/services.
- m. Deal constructively with conflict and develop effective resolutions.

- n. Plan and enforce a balanced budget.
- o. Assist in developing new policies impacting District operations/procedures.
- p. Represent the District in a variety of meetings and committees.
- q. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from college with a bachelor's degree in business administration, public administration, or related field and five years of progressively responsible administrative experience in an agency engaged in providing water services.

Knowledge and Skill Levels

Thorough knowledge of the principles and practices of public administration, personnel management, and finance; data collection and analysis techniques; principles and practices of fiscal management, budget development and administration. Considerable knowledge of the operations typical of district services; principles and practices of human resources management; principles and practices of supervision, including selection, work evaluation and training; principles and practices of public information programs; computer applications related to the work; applicable laws and regulations; positive employee relations; municipal budgeting processes; techniques of maintaining effective Board/staff and public/staff relations. Working knowledge of engineering, water technology and wastewater reclamation as related to District operations

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Travel by airplane, train, or automobile to conduct District business; communicate orally and by telephone with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; lift and carry 10 pounds; push and pull 10 pounds; sufficient manual dexterity to perform job functions.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / EXEMPT

Range: 93