



## ADMINISTRATION 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.*

### **JOB OBJECTIVES**

Under direction from the General Manager, plans, organizes, directs, manages and reviews the administrative activities and operations of the Authority including human resources, information technology, budget and general office management functions; oversees the delivery of administrative support services to other Authority departments; coordinates assigned activities with other Authority departments and outside agencies; provides highly responsible and complex staff assistance and administrative support to the General Manager including other duties and responsibilities for effective and efficient delivery of services to the General Manager and Board of Directors.

Acts as Clerk of the Board, attends Authority Board meetings, records and maintains the Authority Board's official actions, including ordinances and resolutions; is responsible for the management of official Authority documents and records; ensures that public information is accessible; provides administrative services to the Board and General Manager; Administers Board of Directors elections; oversees assembly and distribution of Board packets, reports and related documents; and performs a variety of duties relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This position oversees the Administration department and provides direct support to the General Manager. Responsibilities include oversight of a wide-variety of areas impacting Authority administration. The incumbent must demonstrate the highest degree of independent and sound judgment, decision-making, problem solving and be capable of managing a widely diverse workload. The Clerk of the Board is responsible for coordinating services in support of the Authority Board and other Authority committees.

### **SUPERVISION RECEIVED AND EXERCISED**

This position reports to and serves at the will of the General Manager; and supervises the Accountant, Volunteer and Outreach Coordinator, Coordinator of Interpretive Programs, Communications Specialist and Administrative Assistant and Office Assistant/Receptionist.

### **EXAMPLES OF IMPORTANT RESPONSIBILITIES**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

- Manages Human Resources function including Risk Manager for workers compensation;
- Acts as Clerk of the Board; manages all functions and responsibilities related to the Clerk position in support of and in compliance with regulations pertaining to the Board of Directors
- Oversees public information and outreach program including the Authority database;
- Prepares reports and recommendations for General Manager's review and action;
- Provides reliable professional recommendations regarding all Administration programs;
- Coordinates and participates in special projects within and across departments;
- Develops effective work teams; empowers and energizes staff;
- Establishes and maintains open communication and professional and collaborative working relationships with all those contacted in the course of work;
- Manages complex and diverse workload on a proactive and timely basis; researches, compiles and analyzes data for a variety of special projects and assignments.



- Provides direction to all Administration Staff.
- Attends all regular and standing meetings of the Authority Board of Directors and records and prepares written minutes for Board approval.
- Certifies ordinances, resolutions, agreements and other official documents and administers oaths; is custodian of the Authority seal.
- Maintains official Authority records, establishes Authority records management procedures; ensures compliance with a wide variety of laws pertaining to public records, including record retention.
- Notices, advertises and calendars public hearings; and prepares a variety of other notices in accordance with Authority, state and federal law, and policies and procedures.
- Receives and tracks all Public Records Act requests, and coordinates responses.
- Responsible for ensuring the assembly and distribution of Board packets, agendas, and reports and related documents in compliance with the Ralph M. Brown Act and all applicable laws.
- Responsible for ensuring compliance with the regulations of the Fair Political Practices Commission.
- Plans, organizes and coordinates elections of Board of Directors through the County Registrar of Voters in accordance with state and local election laws;
- Performs other related duties and responsibilities as assigned or required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public administration, local government and management.
- General principles of Human Resources management.
- Pertinent federal, state, local and Authority laws, codes, rules, regulations, policies and procedures including: Ralph M. Brown Act, Election procedures, Fair Political Practices Commission requirements, California Public Records Act, Human Resources law.
- Document imaging and electronic document and records management.
- Methods and techniques of policy analysis and development.
- Methods and techniques of report preparation and presentation.
- English usage, including spelling, grammar, punctuation, written composition, and oral communication.
- Modern office procedures and methods.

### **Ability to**

- Understand the organization and operation of the Authority as necessary to assume assigned responsibilities.
- Select, supervise, direct, train, evaluate, mentor and develop staff.
- Interpret, apply and explain pertinent federal, state, local and Authority laws, codes, rules, regulations, policies and procedures.
- Operate equipment including fax, copiers, printers and computers and supporting MS Office applications.
- Work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Research, analyze and interpret complex documents, administrative procedures and regulations, and legal requirements; evaluate alternatives and adopt effective solutions.
- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Establish and maintain effective and collaborative working relationships with all those contacted in the course of work.
- Use tact and diplomacy in conveying recommendations and perspectives.



### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Education & Experience:**

Minimum 5 years' experience in General Administration or Business Management and/or Bachelor's Degree in Administration, Human Resources, Business Administration or related field. At least four years of increasingly responsible experience in District or Municipal Clerk's office. Minimum of two years' supervision experience.

#### **License or Certificate**

Possession of or the ability to obtain a valid driver's license.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein 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 these essential job functions.*

- Environment:** Office environment utilizing computers.  
**Mobility:** Sitting for prolonged periods of time.  
**Vision:** Visual acuity to review written materials.  
**Communication:** Speaking and hearing to exchange information.

EFFECTIVE: November 2010

REVISED: N/A

FLSA: Non-Exempt