

ENCINA WASTEWATER AUTHORITY

DATE: March 2013 (revised)
CLASSIFICATION: Manager
POSITION TITLE: Administrative Services Manager
DIVISION: Office of the General Manager
SECTION: Office of the General Manager
REPORTS TO: Assistant General Manager
FLSA STATUS: Exempt

POSITION SUMMARY: The Administrative Services Manager is responsible for planning, organizing and managing the financial systems, and administrative staff of the Authority. This position requires extensive analytical skills, the ability to interpret and implement EWA's administrative policies and procedures, and to coordinate the execution of services within the EWA organization and with other public and private entities. Assist in the development, administration and enforcement of Agencies procedures and policies. The Administrative Services Manager customarily and regularly exercises discretion, independent judgment, and decision-making responsibility in the performance of assigned duties.

SUPERVISORY DIMENSIONS: Management Analysts; Accounting Technician; Administrative Assistants

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practices and promotes the Authority's Mission, Vision and Values.
- Exhibits effective leadership traits and ethics required of local government administrative executives.
- Plans, supervises and reviews the services and activities of assigned staff.
- Develops and implements goals, objectives, policies, and procedures for the Administrative Department.
- Works closely with department representatives to forecast funding requirements for staffing, equipment, materials and supplies; monitors operating and capital improvement program budget performance and prepares related reports; identifies, researches and resolves significant budget variances working with management staff.

- Directs or acts as Lead staff for the coordination and development of the EWA's annual budget; receives and analyzes departmental budget requests; prepares expenditure and revenue projections; determines fund balances; calculates, compiles and presents assigned segments of total budget to EWA's Executive Team, Committees and the Board of Directors; provides liaison with departments, Human Resources, Finance and other representatives on matters related to the budget adoption process. Conducts complex cost and member agency capacity analyses of ownership and allocation issues for budget preparation.
- Assists with the Authority's Human Resources functions. Assist with oversight of recruitment of personnel; directs and participates in the establishment of work methods and standards; conducts or assist staff training and development; reviews and evaluates employee performance and disciplinary procedures.
- Coordinates auditing and financial reporting activities; provides related assistance to EWA's contract accounting firm and independent auditor.
- Serves as staff liaison to, and directs the activities of, accounting firms engaged to perform various financial and related services for EWA.
- Performs specialized financial analyses and conducts periodic reviews of internal financial control procedures.
- Responsible for supervising the Authority's payroll functions.
- Develop internal communications strategies and process to keep projects, programs, and/or departments informed on critical administrative issues, policies and procedures.
- Supervises compensation and benefit plans.
- Develop consortiums and linkages with "like organizations" to share access to financial and human resource information to keep in tune with changing environments, responsibilities, and best practices.
- Performs Biosolids Environmental Management System tasks and other related duties and responsibilities as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

Knowledge of:

- Accounting principles and auditing standards generally accepted in the United States of America.
- Characteristics, services and activities of a municipal cost accounting program.
- Automated financial management systems.
- Principles and practices of program development and administration.

- Principles and practices of public organizations, including labor relations and negotiations.
- Payroll principles and practices including operation of automated financial software.
- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state and local laws, codes and regulations.
- EWA's Biosolids Environmental Management System.

Ability to:

- Maintain the highly confidential nature of personnel information.
- Organize, analyze and interpret complex data, and develop clear recommendations.
- Oversee and direct the workload, services, performance and activities of assigned staff.
- Conduct effective performance evaluations.
- Analyze and interpret financial information.
- Ability to establish and maintain cooperative working relationships in order to foster a team environment.
- Prepare clear, concise, timely and accurate administrative and financial reports.
- Utilize independent reasoning and make sound decisions to solve complex problems within broad policy guidelines.
- Interpret and apply federal, state and local policies, laws and regulations.
- Clearly communicate and make formal and informal presentations in conference and in public forums.

EDUCATION and EXPERIENCE REQUIREMENT: A Bachelor's Degree in the natural or environmental sciences, public or business administration, engineering, or a related field from an accredited four-year college or university. A Master's Degree in an applicable field is desired but not required.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the EWA's automobile insurance coverage is required.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CONFIDENTIALITY STATEMENT: This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex alphabetical and numeric data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

QUALIFICATIONS: Ability to pass a pre-employment physical examination; possession of a good driving record and ability to be insured by the EWA's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.