



CLASSIFICATION NO. 704
Established: 2/78
Revised: 12/80, 1/93, 12/07, 8/15
FLSA: Exempt
EEO: 2

ADMINISTRATIVE SERVICES MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the central administrative functions for a department or division, including budgeting, accounting, management analysis and administrative support; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Manager is responsible for managing, coordinating and planning diverse administrative functions, such as budgeting, grant administration, contract administration, purchasing, facility siting and maintenance and management information systems and professional, technical and clerical support activities. Incumbents also assist in the administrative aspects of program planning, policy development, intergovernmental activities and public relations. The Administrative Services Manager generally reports to the director of a department or division, and provides direction to the division managers on policy issues.

The Administrative Services Manager differs from the Administrative Services Supervisor as the former has broader responsibility for administrative and management functions and directs administrative services through subordinate supervisors. It also differs from the Office Manager which oversees central administrative support functions, but has only limited responsibility for budgets, grants, contracts or intergovernmental relations.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees central administrative functions, including accounting, financial reporting, payroll, billing, personnel administration, risk management, information system administration, purchasing, vendor relations, facilities maintenance and clerical support; serves as liaison to other County departments with jurisdiction in these activities.
2. Prepares and administers department budgets; reviews, analyzes and makes recommendations on budget requests; prepares budget justifications and presents budget to department or division director; monitors revenues and expenditures.
3. Prepares and administers department contracts for services and capital purchases; prepares requests for proposals; negotiates terms and conditions; monitors contracted services for legal, fiscal and program compliance.
4. Prepares grant applications and administers grant funds; researches available grant funds and programs; monitors expenditures and collects data to prepare regular grant reports; serves as liaison to granting agency.

5. Coordinates property acquisition and facility siting activities for department or division offices and citizen service locations; obtains appropriate permits and inspections to meet applicable local, state and federal building, safety and health codes and regulations.
6. Conducts research studies and prepares reports on management problems; gathers and analyzes information on time, space, personnel, equipment, material and cost of recommended solutions; develops and approves programs for the effective use of office space, furniture, equipment, forms and supplies.
7. Assists in the development and implementation of department policies; prepares and revises procedures, rules and manuals; analyzes legislation which may affect division activities; reviews department operations for compliance with statutes, rules and regulations.
8. Serves as liaison to government agencies and the public; participates or facilitates various internal and external committees involving partnership agencies regarding fiscal responsibilities and workplace issues and concerns; conducts presentations; participates in task forces to coordinate intergovernmental programs; promotes division activities with the public; responds to inquiries and complaints.
9. Hires and directs supervisory, professional, technical and clerical staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

REQUIRED KNOWLEDGE AND SKILLS

Through knowledge of: Principles and practices of public administration, including management analysis, organization design, budget, grant and contract administration and personnel management; participative management theories; government financing methods and funding sources; state and local government operating methods and procedures; techniques of negotiation and public relations.

Skill to: Plan, organize, direct, coordinate and supervise an administrative services program; formulate and evaluate policies and procedures; develop, evaluate and justify division budget requests and grant proposals; administer and control the distribution of funds according to approved budget or grant; compile and analyze data and develop recommendations; design, develop and implement systems and procedures for efficient department or division operations; communicate effectively, both orally and in writing; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with elected officials, government agencies, County employees and the public; interpret and apply provisions of federal, state and local legislation, rules and regulations affecting the administration of division policies and programs; plan and direct the work of supervisory, professional and administrative support personnel.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following

minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 09/16