



CLASSIFICATION NO. 705  
Established: 1/93  
FLSA: Exempt  
EEO: 1

## **ADMINISTRATIVE SERVICES MANAGER, SENIOR**

### **CLASS CHARACTERISTICS**

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

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Services Manager, Senior is responsible for overseeing diverse administrative functions, such as budgeting, grant administration, contract administration, purchasing, facility siting and maintenance, 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, Senior reports to the director of a department with multiple divisions, and has full authority and frequent responsibility to act on behalf of the director.

The Administrative Services Manager, Senior differs from the Administrative Services Manager which provides administrative and management support to the director of a division or small department. It also differs from director and assistant director classifications which have broad program and operational responsibilities.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, organizes and oversees central administrative functions including accounting, financial reporting, payroll, billing, personnel administration, risk management, data processing system administration, purchasing, facilities maintenance and clerical support; serves as liaison to other County departments with jurisdiction in these activities.
2. Assists in planning, organizing and directing the administrative activities of the department; determines priorities and schedules projects; coordinates utilization of department resources among divisions to accomplish established goals and priorities; conducts research studies and prepares reports on management problems.
3. Assists in the development and implementation of department or division policies; prepares and revises procedures, rules and manuals; analyzes legislation which may affect divisions' activities; reviews divisions' operations for compliance with statutes, rules and regulations.

4. Prepares and administers department or division contracts for services and capital purchases; prepares requests for proposals; negotiates terms and conditions; monitors contracted services for legal, fiscal and program compliance.
5. Directs and coordinates the development of annual and supplemental budgets; monitors and reviews divisions' budgets, revenues and expenditures; coordinates presentation of budget proposals to County Budget Committee and Board of County Commissioners; coordinates fiscal operations with County Finance.
6. Reviews and approves all department contracts and grants; develops, negotiates and/or approves subcontracts; prepares and/or reviews grant proposals; reviews legal issues and coordinates legal action with County Counsel.
7. Provides consultation and assistance on property acquisition and facility siting activities for department or division offices and citizens or client service locations; ensures compliance with applicable local, state and federal building, safety and health codes and regulations; coordinates activities with the General Services Agency.
8. Represents the department to public and private agencies and groups; makes technical presentations before commissions, boards and the public; participates in task forces to coordinate intergovernmental programs; promotes department 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; provides consultation and direction to divisions on personnel issues such as discipline, grievances, staffing and recruitment problems.

#### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough 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 eight (8) 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: 7/12