

COUNTY OF SOLANO

ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Plans, organizes and directs departmental fiscal and other administrative services; supervises, coordinates and participates in analytical studies; serves as a member of the departments management/supervisory team.

CLASS CHARACTERISTICS

This class is characterized by its senior management responsibility over a variety of administrative and fiscal activities in support of overall departmental operations. Incumbents have considerable latitude in planning and organizing administrative services, and serve as advisors to the department head/management team on financial, personnel and other administrative functions. Incumbents supervise a large administrative and program support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a division manager or higher level classification.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, directs, conducts and manages complex organizational and operational functions covering interdepartmental, or interagency matters such as operations, budget preparation and control, equipment usage, staffing patterns, contract development, work flow, space utilization, training, affirmative action and legislation; may implement new/changed data information systems; prepares reports and correspondence of fiscal, administrative and operational matters.

Supervises a large administrative and program staff directly and through subordinate supervisors.

Prepares budgets, develops justifications for budget recommendations; monitors program performance against projected performance to ensure budget and program objectives are met; evaluates financial data and initiates corrective action; develops and implements fiscal and administrative procedures based on cost benefit analysis.

Serves as principal adviser to department management on fiscal, operational and administrative matters; advises on developments in fiscal relationships between County and other agencies.

Conducts feasibility studies; evaluates and analyzes departmental policies, legal mandates, processes and methods; analyzes existing and proposed legislation and directives to determine their impact on fiscal or operational procedures of organizations served; develops legislative

proposals.

Supervises a medium to large professional, technical and clerical support staff either directly or through subordinate supervisors.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices applicable to specific assignment, such as public administration management, budgeting, staffing, automation, systems analysis, industrial engineering, etc.

Analytical techniques including data collection and presentation methods; legislative and judicial analysis resources.

Methods and techniques and analyzing cost effectiveness and work flow.

Forms management report design.

Administrative research and analysis practices and techniques.

Program planning techniques.

Mission organizational structure and administrative needs of department to which assigned.

Organizational structure and administrative practices common to local public agencies; methods of financing and fiscal mechanisms of programs of assigned department.

Intergovernmental relationships and regulations that govern operations on assigned area of responsibility.

Accounting methods and practices; automated systems as applicable to assigned management and administrative services; grant sources; contract administration principles.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan direct, coordinate and supervise a complex administrative services program.

Formulate, develop, justify and control the department's budget.

Identify, analyze and implement solutions to a variety of administrative and fiscal problems.

Analyze, interpret and ensure compliance with regulations, laws, policies and contracts.

Supervise, coordinate and evaluate the work of a multi-discipline staff.

Prepare clear and concise reports on complex or detailed fiscal and other administrative matters.

Formulate policy, develop program objectives and evaluate departmental goals and procedures.

Collect and analyze data to research regulations, procedures and/or technical reference materials.

Prepare funding proposals, and narrative and statistical reports.

Secure cooperation and teamwork among professional and support staff; project consequences of decisions.

Interpret administrative direction.

Operational policy and procedure.

Recognize and respect limit of authority and responsibility.

Work effectively with others who have objectives counter to assigned role.

Effectively delegate responsibility and authority to others.

Communicate and interact in situations requiring instruction and persuasion.

Establish and maintain effective working relationships with a variety of organizations and individuals.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Five years of progressively responsible experience as a staff analyst or equivalent classification which included management and supervisory responsibility in the above areas in a public or private agency.

Education/Training:

Bachelor's degree from an accredited college or university is required, preferably with course work in business, public administration, accounting or closely related field.

SPECIAL REQUIREMENTS

Possession of, or ability to, obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Director of Human Resources

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