



ADMINISTRATIVE SERVICES MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Administrative Services Manager is responsible for the financial affairs of the District, including accounting, fiscal control, insurance, payroll and employee benefits, taxes, assists in the preparation of the District budget for Board presentation and related administrative activities. The Administrative Services Manager acts as the Deputy District Administrator in the absence of the District Administrator or as otherwise directed. The Manager performs statistical record-keeping assignments and serves as technical advisor to District management on general administrative, fiscal and personnel issues and related policies and procedures. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Manage the District finances within various funds, carrying out all revenue and expense transactions, adjusting entries, bank and county ARMS report reconciliations, and periodic internal and public reporting in compliance with applicable District policies, State and Federal laws
- Coordinate the annual preparation of the budget and budget reports, monitor expenditures to ensure adherence to budgeted amounts; conduct budgetary analysis; provide cash flow projections to provide guidance in budgetary planning
- Provide assistance and coordination of annual District fiscal audit
- Prepare financial, statistical and analytical studies and manuals, and present a variety of oral and written reports
- Assist with development and adherence of District Policies and Procedures, oversee and maintain leases, contracts and warranties
- Manage the Districts' fixed asset record-keeping and coordinate the preparation of a fixed asset report
- Attend committee and Board of Directors' meetings and provide technical information as necessary
- Supervise accounting and human resources, including recruiting, interviewing, hiring recommendations, training, assigning, planning, reviewing assignments, maintaining standards, conducting performance reviews and disciplinary proceedings, including recommending release from employment
- When acting in the role of Deputy District Administrator, has general supervision of all personnel needed for the successful operation of the District; advises, directs, supervises, and gives general direction to department managers, department staff and instructs supervisory staff in policies and procedures
- Review and approve department time on the time clock system; ensure that all entries are correct
- Review accounts payable and District payroll for accuracy and completion prior to execution of checks by District Administrator or designee
- Manage the District's insurance programs, including analyzing and renewing insurance benefits annually
- Manage District's retirement programs, including maintaining proper participation in CalPERS and processing final distribution requests for retired or deceased CalPERS members and/or families
- Responsible for computer network system security and purchasing computer information system software and hardware upgrades and maintenance contracts. Liaison to employees and contracted computers consultants for troubleshooting computer and network related issues
- Prepare written grant applications and park dedication fees proposals to obtain project funding approval. Apply for funding reimbursement upon completion and acceptance of projects by Board of Directors and as required by grant or project policies



- Liaison to District counsel, District auditor and union representative as required. Represent District during union negotiations to provide technical information as necessary.
- Conduct or assist with conducting employee investigations, providing reports and recommendations to the District Administrator.
- Ensure completion of paperwork by all new departmental hires
- Serve as Custodian of Records regarding Department of Justice records
- Maintain a variety of confidential records and files
- Answers telephone and responds to questions from the public

NON-ESSENTIAL JOB FUNCTIONS:

- Participate in the Safety Committee and coordinate staff safety education
- Prepare and delivers departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to public agencies and parks and recreation specifically; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance based programs; have knowledge of the following: theories, principals and practices common to the laws, rules and regulations governing the maintenance of accounting and fiscal records for a public agency; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES:

Education: Degree from an accredited four-year college or university with a degree in accounting, business administration, public administration or a closely related field.

Experience: Minimum of five years increasingly responsible administrative and fiscal experience, including the maintenance of accounting and fiscal records, preferably with a public agency.

Or any combination of education and administrative and fiscal experience to meet qualification.

LICENSES AND CERTIFICATES:

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents, inspecting projects and facilities and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including



wet, wind, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-Time, salaried exempt non-union position.

Wage rate range

\$51.18 - \$65.02

The Auburn Area Recreation and Park District is an Equal Opportunity Employer.