

**Oro Loma Sanitary District**  
2600 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **ADMINISTRATIVE SERVICES MANAGER**

### **DEFINITION**

Under general direction from the General Manager, to perform professional administrative management duties, including: personnel functions including recruitment and selection; salary and benefits administration; labor relations; records management; solid waste and recycling programs administration; personnel rules, policies and procedures administration; administrative support functions; supervision of various administrative and clerical staff; and, other duties as assigned. This is an “at will” position within the management group.

### **SUPERVISION EXERCISED**

Provides leadership through teamwork, motivation and by personal example. Exercises direct supervision over various professional, administrative and clerical personnel.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Coordinate the planning, development and implementation of the recruitment and selection process to obtain qualified candidates; develop job announcements, advertisements, supplemental and interview questions for oral examinations; administer a variety of tests and uses other selection tools to determine the qualifications of job applicants; review and screen job applications; analyze test data; arrange appraisal panels; establish eligibility lists.
2. Maintain confidentiality on behalf of the General Manager on matters pertaining to the District, its employees and the Board of Directors.
3. Compose and produce confidential documents, business correspondence, and documentation related to personnel investigations. Serve as business resource for District Managers and Supervisors.
4. Administer group insurance and other employee benefit programs; coordinate plan administration with consulting firms.
5. Provide information and assistance to employees and retirees concerning District benefit programs and policies.
6. Interpret and administer agreements with District employee organizations and participate in the negotiations process and in disciplinary hearings; staff representative with the chief negotiator in the negotiating process; conduct research and compensation surveys.
7. Perform activities related to the planning, implementation, and administration of residential and commercial recycling programs.
8. Attend and participate in Board of Director meetings; prepare agendas and related material for and attend various Board Committee meetings.
9. Communicate with and advise General Manager on events or occurrences in the District.

10. Prepare personnel rules, policies and procedures; provide interpretations and information to District personnel and other interested parties.
11. Establish job duties, responsibilities, performance targets, and means of measurement and annual evaluation of employees in his/her work group.
12. Develop and implement programs in such areas as employee training, recognition and employee orientation.
13. Supervise and evaluate performance of assigned staff.
14. Ensure annual updates and placement of sewer service and recycling charges on tax rolls; also, communicate sewer service rate changes to EBMUD.
15. Perform risk management responsibilities as assigned.
16. Undertake administrative studies and special projects, and attend meetings as the District Administrative Services representative.
17. Provide information and assistance to other District departments.
18. Develop and coordinate operating procedures, policies and manuals.
19. Direct the records retention program.
20. Prepare and maintain all documentation required by Federal and State Laws pertaining to personnel issues.
21. Perform other duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles and techniques of personnel administration with emphasis on recruitment and selection and employee benefits.
- Laws, regulations, policies and procedures pertaining to personnel administration.
- Compensation practices and survey methods.
- Statistical concepts and methods.
- Principles of supervision.
- Principles of organization and management.
- Secretarial and business communication skills and practices.
- Basic knowledge of computer network practices or requirements.

### **Ability to:**

- Type a minimum of 50 wpm, and proficiency in various computer software programs, including the Microsoft Office 95 suite or higher.

- Operate modern office equipment including, but not limited to, computer equipment.
- Compose, edit, proofread and format various documents and business correspondence.
- Develop individual and team goals, objectives and performance measures to achieve results consistent with District objectives.
- Make difficult and timely decisions; meet deadlines and work independently.
- Ability to compose and produce items of a confidential nature, including personnel investigations.
- Effectively administer and interpret the personnel, and administrative support functions of the District.
- Collect and analyze statistical information.
- Maintain comprehensive records systems.
- Plan, supervise, serve as resource, and direct the work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Effectively review, interpret and apply any and all provisions contained in District agreements and/or Memoranda of Understanding pertaining to District employee organizations and Union-represented groups.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Two years of professional experience in personnel, Board, office, and general administration. Additional applicable job experience may be substituted for the desired education and training on a year-for-year basis.

### **Education/Training:**

Equivalent to a Bachelor's degree in Public Administration, Business Administration, Personnel Management or a related field, from an accredited college or university, is required.

### **License or Certificate:**

Possession of the category of California driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work performed is in a standard office environment using a computer. While performing the duties of this job, the employee frequently is required to sit and occasionally required to stand, walk, stoop and crouch. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

**Effective Date:** November 1998

Updated by A. Simion on 12/02/03

Adopted by the Board 04/06/04