



JOB DESCRIPTION

DIRECTOR OF ADMINISTRATION

POSITION

The Director of Administration reports to the District Manager and is responsible for the overall operations of the Administration Department. This position requires expertise in the areas of public sector administration / business, accounting and human resources.

EXAMPLE OF DUTIES

The essential functions of the job include, but are not limited to:

- Management responsibility for all aspects of the Administration Department's functions, which include: finance, accounting, budget, payroll, purchasing, contracts, workers compensation, risk management, human resources, permitting, marketing, community outreach, policy, research, information technology and the park ranger program.
- Manages finances, including: financial analysis and reporting, cash management, audit and controls, procurement, payroll, accounts payables, asset management, contracts, budgets, internal control systems and records management.
- Manages human resources, including: classification, compensation, benefits, administration, recruitment, training, evaluation, relations, negotiations, grievances, discipline, termination, retirement, records management, reporting and analysis and compliance with appropriate laws and regulations including COBRA, Workers Compensation, FMLA, FEHA, CFRA, ADA, PDL, Skelly Process, MOU management and oversight, and DOT and Federal Drug & Alcohol Testing, state and federal labor law postings.
- Develops and implements departmental goals, policies and priorities for each assigned service area, and assesses and monitors workload, administrative and accounting support systems, internal reporting relationships, and identifies opportunities for improvement and implements change.
- Provides highly responsive and complex administrative support to the District Manager.
- Exercises leadership and direct and indirect supervision over assigned professional, technical and support staff; structures and delegates responsibilities in the department as appropriate.
- Prepares and administers District-wide budget, including forecasts of revenues and expenses, expenditures for staffing, materials and supplies and capital purchases. Serves as a financial information resource for all District staff.
- Prepares and coordinates completion of financial spreadsheets / reports that may be used by District staff, Board Members, and others who require information that will help them manage their areas of responsibility.
- Performs sophisticated analysis of financial data, and presents the information in a written and/or oral format.
- Makes presentations and provides information to Committees, Board of Directors, governmental and community service organizations, and attends various other meetings, functions and conferences as directed.
- Collaborates with management and department directors to analyze organization and community needs and follows through with direction to respond to those needs.
- Confers with District's legal counsel as appropriate.
- Oversees and coordinates: the dissemination of public information, including media relations, publications, printed materials and marketing strategies; the District's volunteer program; and the development of Board, employee and some community events / projects along with the use of District facilities.

- Promotes the values of the District through example and accountability.
- Serves as the Deputy District Clerk with responsibility over the District's record management, storage and access practices.
- Maintains professional and technical knowledge and credentials; keeps abreast of legislative issues and governmental accounting standards; and stays current on trends and innovations related to position's areas of responsibility.

The position may perform other related work as required.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires a Bachelor's degree from an accredited college or university with emphasis in finance, accounting, business or public administration, or related field (Master's degree in Finance or Accounting is preferred). Five years professional and progressively responsible work experience in business or public administration, which should include substantial responsibility in the areas of accounting and financial management and analysis, human resources and administration. At least three years of management-level experience within a government organization. Must have excellent managerial and supervisory abilities, be able to use independent judgment and create a positive, constructive relationship with the public and staff. Must possess excellent written and oral communication skills and be adept at performing technical duties utilizing computerized accounting, word processing and spreadsheet software programs. Must be able to delegate authority and responsibility, select, supervise and train staff, analyze problems and determine and implement solutions, research and evaluate, prepare clear and concise financial reports, prepare and administer budget, successfully manage complex human resource matters, and interpret and apply policies, laws and regulations accurately.

Licenses and Certifications: CPA certification with experience in public sector accounting preferred; certificates in finance, human resources, public administration highly desired; valid California Driver's License required.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional lifting, carrying, pushing and/or pulling limited to less than 40 lbs.; occasional bending, kneeling, squatting or reaching overhead, stretching, working on rough or uneven terrain; some handling and dexterity. Requires the use of District vehicles.

11/13 rev.