

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

Job Title: Administrative Services Manager	Job Code: ASM
Department: Administrative Services	Job Grade: Manager
Revision Date: May 3, 2012	Fair Labor Standards Act (FLSA): EXEMPT
Starting Salary: \$75,000/year	Approved by: General Manager

## Position Overview:

As a member of the District leadership team, assists the General Manager in overseeing the day to day operations of the Administrative Services Department (ASD) for administrative, personnel, financial, and clerical functions, and is recording secretary for District Board of Directors meetings.

## Essential Job Functions:

- Manage the general office and accounting activities of the District
- Maintain the general ledger and fixed asset records
- Provide General Manager with data, reports, and other information for the budget and financial reports, financial forecasting and other administrative assistance
- Managing investment of District funds to maintain cash flow liquidity
- Overseeing of utility billing/fund accounting processes including software, hardware, and on-going support
- Support and document retrieval for District's annual audit
- Human Resource records management including the coordination of CalPERS benefits
- Assist in the hiring and termination of clerical and administrative personnel
- Manage and lead ASD employees including performance evaluations
- Set and oversee goals and deadlines for the department
- Custodian of District records and management of District filing system
- Provide administrative assistance to the General Manager at all meetings of the Board of Directors to record and transcribe minutes of meeting

## Non-essential Job Functions:

- Provide the Field Services and Technical Services Departments with information related to purchasing procedures, required documentation related to agreements and contracts, and human resource matters
- Responsible for monitoring of reimbursement expenses
- Data entry into the Multiple Operations Management (MOM) data base computer program
- Interact with the outsourced vendor to send out delinquent letters to customers

- Work with the District Government Auditor on the annual compliance audit
- Back-up support for all accounting and customer service functions
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Other duties as required

**Knowledge of:**

- Office methods, procedures, and equipment
- Principles, practices, and methods of accounting and financial administration
- Principles of supervision, training and performance evaluations
- Windows operating system and Microsoft office computer programs
- Principles of parliamentary procedure

**Skills/Ability to:**

- Operate and oversee database and other computer functions
- Operate computers with focus on accounting, utility billing, and record keeping functions
- Recognize and maintain confidentiality of certain work assignments
- Plan, prioritize, organize, and direct others in work assignments
- Deal courteously and effectively with management, District departments, and general public
- Explain/interpret rules, regulations, and District policies
- Understand and carry out oral and written instructions
- Train and supervise the work of others
- Communicate clearly and concisely, both orally and in writing
- Operate modern office equipment such as telephone system, calculators, copy machines, fax etc.
- Maintain a valid California Driver License and an acceptable driving record
- Pass a medical examination based on the ability to safely perform job duties
- Pass a pre-employment drug screen, live scan background check, and credit background check
- Use of file cabinet, some of which are located at floor level

**Education/Experience:**

- Completion of an Associate Degree in Business or related field with preference for a Bachelor degree.
- Ten (10) years of experience in office operations, that includes human resources, accounting, customer service, and public relations matters. Experience in public sector preferred.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands / fingers to handle or feel, and talk and hear. The employee is frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is required to sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. The employee must be able to lift and or move up to 40 lbs of computer and copy paper frequently.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.