

## CLASS SPECIFICATION



**CLASS:** Administrative Services Manager  
**ALLOCATION:** County-Wide  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** N/A

**ESTABLISHED:** March 2009  
**REVISED:** May 2024

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### **JOB SUMMARY:**

Under general direction, plans, organizes, directs and coordinates the finance and administration division within a major County department, such as managing, organizing, supervising, and implementing a variety of strategic plans and program evaluations, human resources, contract administration, budget management, fleet and facility management, information technology, library services and related matters, legislative and regulatory compliance, and / or office management; serves in a consultative role to a department head and other mid-management in addressing and resolving administrative, programmatic, and policy matters; provides complex assistance to a department head in areas of expertise; implements and facilitates the implementation of a wide variety of programs and projects; and performs other duties as assigned.

### **CLASS CHARACTERISTICS:**

This is the executive level management classification within the administrative series. This position reports directly to a department head, assistant department head, or division manager. Incumbent(s) in this class exercise full authority for making decisions and implementing programs to ensure the effective provision of administrative, financial and analytical services to the assigned large department, play an instrumental role in the department's policy decisions, and act on behalf of the department head in both administrative and financial matters. This class differs from the Administrative Services Officer series in that the latter performs and supervises the day-to-day operation of a department's divisional activities and does not exercise full administrative and financial responsibility. Further, this class is distinguished from the Financial Manager class series in that the latter is responsible for budget preparation and control, fiscal analysis, revenue development, expense reduction, trust and general fund accounting, cost reporting, preparation/submission of reimbursement claims, billing and collection of fees, purchasing and payroll transactions.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plan, organize, and manage the assigned administrative, operational, fiscal, programmatic activities within designated areas of responsibility; monitor and evaluate work in progress to ensure compliance with goals and policies; devise ways to streamline processes.
- Plan, organize, administer, train, review, and evaluate the activities of professional, management, supervisors, technical, and administrative support staff, directly or through subordinate managers and supervisors; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Identify, plan, implement, and evaluate goals, objectives, priorities, and activities within assigned areas of responsibility in a manner consistent with the departments' overall goals and objectives; develop strategies for the successful achievement of goals and objectives; direct and coordinate the implementation of strategies.
- Analyze alternatives and makes recommendations regarding such matters as organizational structure, staffing, facilities, productivity, and policy and procedure development and implementation.
- Participate as a member of the department executive team in the review and establishment of policies and procedures for carrying out the department's goals and objectives, and initiate changes in methods and procedures to improve service delivery.
- Plan, direct, manage, and participate in multiple and complex fiscal accounting operations; review, monitor and analyze the activity of revenue and expense accounts; update management staff, make recommendations regarding budget and program issues and implement appropriate cost recovery or expense reduction policies to maintain balanced budgets within the department.
- Develop strategic plans, analyze alternatives, and make recommendations regarding such matters as

organizational structure, staffing, facilities, and productivity, and policy and procedure development and implementation.

- Represent the Department Head on matters related to departmental administrative and financial functions.
- Coordinate the department's purchasing activities, including the preparation and distribution of requests for proposals for professional services, fleet services, and construction materials; analyzes proposals and negotiates and administers resulting contracts.
- Ensure the department's fiscal and administrative functions comply with applicable Federal, State and local laws, regulations and ordinances.
- Monitor changes in laws, regulations, programs, and techniques as they relate to finance and administration functions; evaluate their effect on County activities; recommend and implement policy and procedural changes/ adjustments as appropriate.
- Prepare and review a variety of narrative, technical, administrative, and / or statistical reports, correspondences, agenda items, policy papers, presentations and other written materials; prepare or direct preparation and distribution of written and verbal information to inform County Management and Board of Supervisors; make presentations before the Board, committees, public, etc.
- Act as department liaison with County services regarding budget, human resources, information systems, vehicles and facilities planning, construction and maintenance.
- Analyze the economic and financial feasibility of proposed projects; analyze alternative methods of financing and makes appropriate recommendations.
- Conduct or direct and evaluate complex studies pertaining to a variety of administrative and operational problems and develop and implement effective solutions.
- Research and prepare technical and administrative reports; prepare, review, and approve detailed written correspondence and reports.

**Important:**

- May be required to give presentations to various legislative and governmental bodies.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a County motor vehicle.
- Uses standard office equipment, including a computer, in the course of the work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of the financial and administrative operations of a large, complex public department.
- Effective negotiation and consensus development with individuals and entities having a broad range of interests.
- Organizational and management practices as applied to development, analysis, and evaluation of assigned divisions, programs, and / or specialty functional areas.
- Principles and practices of public administration, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organizational development.
- Methods, principles and practices of leadership, motivation, team building, and conflict resolution.
- Federal and State grant procedures and management.
- Financial and administrative problems common to the operation of a service oriented department.
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned area(s) of responsibility.
- Principles and practices of contract negotiation and administration.
- Modern office procedures and computer equipment.

**Skill in:**

- Planning, organizing, directing, and evaluating the financial and administrative operations of a complex

department, including developing and implementing goals, objectives, policies, procedures and work standards for the financial and administration function.

- Planning, training, reviewing and evaluating the work of assigned staff, including setting and evaluating performance standards.
- Analyzing budget and / or technical reports; interpreting and evaluating staff reports; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Interpreting and applying provisions of Federal, State and local legislation, rules and regulations pertinent to the administration of a public department.
- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans.
- Effectively analyzing and evaluating complex financial, budgeting and administrative problems and implementing effective solutions.
- Developing new policies and procedures as necessary to improve operations and implement changes required by laws and regulations.
- Interpreting and applying provisions of Federal, State and local legislation, rules and regulations pertinent to the administration of a public department.
- Selecting and / or developing training and instructional methods.
- Explaining, interpreting and applying County and department policies, procedures, rules and regulations.
- Gaining cooperation through discussion and persuasion.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Maintaining accurate records and files and making accurate arithmetic and statistical calculations.
- Communicating clearly and concisely, both verbally and in writing.

**Ability to:**

- Collaborate on topics involving many stakeholders with competing priorities and interests.
- Organize own work and the work of others; manage multiple projects / programs and meet critical deadlines.
- Effectively manage, train, develop and motivate subordinate staff.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Analyze data to make inform operational decisions related to assigned division, program, and / or specialty functional area.
- Perform complex professional administrative and analytical work requiring sensitivity to issues.
- Communicate information and ideas in a manner others will understand.
- Reason both deductively and inductively.
- Effectively represent the department before the Board of Supervisors, County Administrator, the public, media, and other entities and organizations.
- Prepare clear and concise written correspondence and reports.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meeting or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office setting.
- May be required to attend meetings outside the normal business hours.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- Possess a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting and / or credit check prior to hire.
- Respond to emergency situations during weekends, holidays, and other off hours shifts.
- DMV printout prior to hire.
- Attend meetings outside of normal working hours.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major coursework in Accounting, Business Administration, Economics, Finance, Public Administration or related field and five years of progressively responsible professional experience in business administration, public administration, economics, statistics, operational, or financial analysis which has included at least two years in a supervisory/management capacity.

*Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, a Master's Degree from an accredited college or university in a related field and additional years of experience as defined above in a public agency setting.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

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| EEOC: B<br>WC: 9410<br><br>Established: March 2009<br>Revised: May 2020, June 2024 |
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Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_