

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## DIRECTOR OF ADMINISTRATION

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 02/16/05

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**SUMMARY:** Responsible for the functions and staff of administrative services. Functions include purchasing, contract coordination, finance/accounting, direction and evaluation of administrative staff, personnel, risk management, computer systems management.

**SUPERVISION:** Receives general supervision from the General Manager. Provides direct supervision over the Accounting Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignment, direction and evaluation of Department staff members;
- coordinates projects, research and reports pertaining to District operations and administration; drafts, recommends and implements operational procedures related to District operations, systems, staff development, and administration;
- maintains records and coordinates the execution of all on-going or occasional contracts entered into by the District;
- prepares and administers the District budget; reviews and compiles all budgets, creating spreadsheets, reports and forms for approval of the Board of Directors; responsible for ongoing oversight of departmental budgets and District practices in adhering to those budgets;
- provides research, bidding, comparisons, and recommendations to General Manager and Board on fixed asset purchases; maintains District equipment and supply inventory;
- manages the District risk management program; coordinates District claims with insurance carrier, claims representative and legal counsel; assists in preparation and administration of District's injury and illness prevention program;
- oversees preparation and distribution of Personnel Employee Manuals; oversees

staff training;

- manages and maintains all District computer equipment, software, and office automated equipment and software purchases; provides staff orientation, training or assistance with all equipment, computers and software;
- attends meetings of the District Board of Directors; prepares detailed staff reports and makes presentations to the Board;
- develops long range strategic and financial goals for the department.

**QUALIFICATION REQUIREMENTS:**

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

**SUPERVISORY RESPONSIBILITIES:**

Ability to assign, review, plan, coordinate and guide the work of other employees; recommend the transfer, promotion, salary increase, discipline or discharge of staff; evaluate the work of employees and prepare performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions; preparation procedures and processes for tracking and evaluating the budget through the year.

Ability to use independent judgment in fairly non-routine situations, such as but not limited to calculating anticipated revenue and/or expenditures; ensuring adequate supervision of programs.

**EDUCATION AND/OR EXPERIENCE:**

Minimum Education: High School diploma and/or equivalent.

Bachelors degree preferably in accounting, business or public administration or related field and three years effective governmental administration experience including supervision, budget preparation, personnel management, public program analysis, analytical report preparation, and computer system (hardware, software, network and peripherals) application maintenance.

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle

operation standards are a condition of continuing employment.

**OTHER SKILLS AND ABILITIES:**

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data base principles; client server local area networks, and methods of preparing and monitoring annual budgets.

**PHYSICAL DEMANDS:**

Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet.