



Administrative Manager Job Description

Nature of Work:

Under the direction of the General Manager and Assistant Manager, this position manages, supervises and coordinates the activities and operations of the administration department including financial and human resources functions. Incumbent provides highly responsible and complex administrative support to the General Manager.

Illustrative Tasks:

The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.

Plans, directs, and evaluates District office administrative functions including, but not limited to, financial and human resources activities and operations; provides recommendations regarding supportive services.

Supervises and oversees the work of personnel assigned to the department; ensures personnel provides courteous and professional service to both internal and external customers; assists with the more difficult or complex administrative issues by listening and responding to complaints or problems; investigates and provides accurate, logical assessments and information to the public or management to resolve issues as requested or required.

Participates in annual District and department budget development and administration; sets up and supervises the maintenance of budgetary records; schedules expenditures, monitors revenues, and identifies variances; analyzes financial data and prepares cumulative analysis of expenditure accounts for control of existing budget and for use in preparation of future budget.

Responsible for all accounting functions including payroll, accounts receivable and payable, purchasing, billing and related accounting activities; maintains the general ledger and the fixed asset inventory records and control system; prepares monthly financial statement of operation, and furnishes records to the independent audit firm for annual audit of all District transactions.

Oversees human resources management and related responsibilities including, but not limited to, employee record keeping, wage and classification recommendations, recruitment, equal employment opportunities, and labor relations; advises and assists

managers and supervisors in training and development, coaching and counseling, and performance evaluations; makes recommendations and assists in the implementation of corrective actions, discipline and terminations.

Assists the General Manager in formulating District and departmental policies and procedures, interprets federal, state and local laws, rules, and regulations pertaining to the administration of public agencies and mosquito and vector control districts; ensures General Manager and employees are informed of changes in rules and regulations.

Responsible for all records pertaining to the Board of Trustees, including agendas, minutes, resolutions, committees, terms of office, attendance records, appointments and legal documents.

Maintains employee retirement, health and welfare benefits including researching and preparing recommendations for benefit plans and programs; works with and evaluates benefits brokers, third party administrators, insurance providers, and benefit plan options; administers contracts, agreements, and enrollments; keeps apprised of benefits and exclusions specific to insurance programs and makes recommendations to the employees-at-large.

Maintains Joint Powers Agreement (“JPA”) ledger, keeps informed regarding changes in JPA policies, and attends JPA meetings; makes recommendations on liability, property, workers’ compensation and other insurance programs and policies; performs analysis of risk management trends and tendencies and recommends appropriate training for personnel.

Attends staff meetings and training sessions and keeps informed of current developments, reads professional literature and participates in professional associations.

May be required to work overtime hours, weekends and holidays.

Minimum Qualifications

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and task of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- A Bachelor’s degree from an accredited four-year college or university in public or business administration or closely related field; and
- Five (5) years of professional level administrative office experience, to include three (3) years of experience in a supervisory capacity; and
- A working knowledge of Sage Business Works Accounting Package or comparable accounting package required.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District insurance carrier; must maintain valid license and insurability throughout employment;
- Certification in Human Resources or a closely related field is preferred.

Knowledge and Abilities:

The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Illustrative Tasks section of this description.

Knowledge of:

- Principles and practices of public agency business administration including fiscal budget management, preparation and control;
- Principles and practices of human resources management including, supervision and training; employee record keeping, wage and classification recommendations, recruitment, equal employment opportunities, and labor relations;
- Operation of computer software, financial accounting and human resources applications, databases, spreadsheets, word processing, e-mail and internet;
- Federal, State and local laws and regulations pertaining to administration of public agencies and special districts including generally accepted accounting principles and labor laws;
- Duties, responsibilities, and Mosquito Reducing Best Management Practices of the Sacramento-Yolo Mosquito and Vector Control District.

Ability to:

- Plan and conduct administrative service activities, analyze budgetary problems, supervise work of others, and prepare administrative and statistical reports;
- Collect, organize, troubleshoot, and analyze data to develop logical solutions to problems and identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and implement training programs;
- Effectively communicate both orally and in writing with the public, government agencies, and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with other employees and the public; must maintain composure and professionalism in adverse situations;
- Learn and understand pertinent federal, state, and local laws and regulations related to mosquito and vector control operations;
- Read and understand District policies, personnel manual, and other standard operating guidelines; read, interpret, and apply relevant laws, rules, and regulations.

Physical Demands and Working Conditions:

The position of Administrative Manager will require work which is varied in nature, including indoor office work and periodic outdoor physical work. Outdoor physical work includes, but is not limited to, set-up, clean-up, and participation at special events such as conferences and educational presentations. Incumbent may be exposed to pesticides, chemicals, communicable diseases, and other health hazards; verbal confrontations from members of the public. The incumbent may be required to work non-standard work schedule including evenings, weekends, and holidays. Incumbent will be expected to perform overtime or maintain a flexible work schedule during times when mosquitoes are most active.

The Administrative Manager will need to be able to perform the following essential duties and functions of the position: regularly sitting at desk and in meetings for long periods of time; occasionally reaching overhead and twisting to reach equipment surrounding desk; occasional walking, standing, bending, including regular bending at the knees and waist, stooping, and squatting; regularly lift and move up to ten (10) pounds, frequent pushing, pulling or lifting up to twenty-five (25) pounds; periodically climb ladders or other objects; ability to read (with corrective vision if necessary); must be sighted with the ability to demonstrate measurable depth perception; constant use of overall vision; regular computer use; regular repetitive motion; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regularly manipulate small tools and parts; minimum of single ear aided hearing; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving.

Periodically = Activity or condition exists less than 25% of the time
Occasionally = Activity or condition exists 25-50% of the time
Regularly = Activity or condition exists 50-75% of the time
Frequently = Activity or condition exists more than 75% of the time

Information Block	
FLSA Status:	Non-Exempt
Established:	
Revised:	9/15/2015, 9/20/2011
Retitled:	

The District reserves the right to modify, delete, or supplement the duties, qualification, and requirements stated at its sole and absolute discretion.