



Administrative Manager

Agency/Department: Administration

Reports to: General Manager/CEO

Supervises: Lead Parks Maintenance Worker,
Lead Beach & Facilities Maintenance Worker,
Park & Facilities Supervisor, Park & Facilities Maintenance Workers I/I,
Park & Facilities Coordinator I/II, Event Center Coordinator I/II,
Event Center Maintenance Worker I/II,
Park and Event Center Seasonals

JOB SUMMARY:

Performs complex supervisory, administrative and professional work in planning, organizing and directing the various operations and special projects of the District Departments, including environmental, water, wastewater, recreation and parks, engineering operations and permit process, development review and other public works projects and programs; to coordinate assigned activities with District departments and outside agencies; to provide highly responsible and complex administrative support to the General Manager's Office; and perform other duties as required.

Under the general direction of the General Manager, plan, organize, direct and review the activities of an assigned functional area in the Recreation and Parks Department, The Administrative Manager will manage, organize, direct, plan, administer budgets, and coordinate the Parks and Recreation Department. Includes all facets of administration related to parks, beaches, buildings, grants, programs or contracts. This is accomplished in compliance with all applicable regulatory operations, procedural and budget guidelines.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey level supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements include evening and weekend hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the General Manager/CEO.

Provides direct supervision to the parks personnel; Lead Parks Maintenance Worker, Lead Facility Beach and Maintenance Worker, Parks & Facilities Supervisor, Parks & Facilities Maintenance Worker I/II, Park & Facilities Coordinator I/II, seasonal workers.

Provides direct supervision to the event center personnel: Event Center Maintenance Worker I/II, Event Center Coordinator I/II, seasonal workers.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assist General Manager/CEO in managing and directing the various projects and activities of the District as assigned.
2. Assist in the planning, organizing, inspecting, project management, subcontractor management and troubleshooting of various construction projects as determined by the General Manager.
3. Assist with goals and objectives for various department projects; advise general manager of appropriate strategies to achieve District purposes.
4. Review, interpret, develop, modify and advise General Manager on District design, regulations, specific to project; resolve conflicts.
5. Recommend department policies and procedures to improve efficiency and effectiveness of operations.
6. Provide technical assistance as necessary.
7. Research and prepare technical and administrative reports; prepare grant applications; prepare written reports as directed.
8. Perform related work as assigned by the General Manager.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION: Graduation from a four-year college or university with a degree in public administration, recreation administration or closely related field; and

EXPERIENCE: Five (5) years of increasingly responsible management experience in a municipality or Special District, including senior level administrative or recreation administration and management responsibility.

KNOWLEDGE OF:

- Principles and practices of administration for a public utility, special district and/or municipal government.
- Principles and practices of pertinent local, state and federal laws, rules and regulations.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution; organizational analysis and management.
- Principles and practices of business correspondence, grant writing, and report writing.
- Finance and budget procedures and techniques characteristic of utility operations, and recreation and parks.

SKILL IN:

- Analyzing problems, identifying alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Developing and administering various District capital improvement and project budgets and expenditures.

ABILITY TO:

- Analyze budget and technical reports; interpret and evaluate staff reports; conduct necessary research and compile comprehensive reports.
- Communicate effectively, orally and in writing with employees, consultants, other governmental agency representatives, municipal officials and the general public.
- Read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Observe performance and evaluate staff; problem-solve issues of District-wide application.

LICENSES:

- Valid Class C California or Nevada Driver's License; acceptable driving record at the time of appointment and throughout employment.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, power point, and project scheduling; fax, copy machine, calculator; motor vehicle; phone; cell phone; mobile radio.

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 in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or District facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

The employee may be required to sit and stand for prolonged periods of time.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell.

The employee will occasionally be required to lift or move up to 15 pounds and may need to carry for approximate distance up to 50 feet.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work hours are irregular and include evening meetings and networking.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

FLSA Exemption status: Exempt

Employee Unit: Management – Unclassified

Date of Last Revision: _____ 12/8/15 _____

Date Approved: _____ 12/8/15 _____

Approved By: _____ Signed by Duane Whitelaw _____