

Code: 1821

Title: ADMINISTRATIVE SERVICES MANAGER

SUMMARY: Manages, plans and coordinates the administrative or support operations or services of a department or specific operating unit. Areas of assignment may include, but are not limited to, budget, finance, purchasing and warehouse management, personnel, and training and safety or other administrative or support functions. This classification is distinguished from the Administrative Services Manager - Senior which has greater managerial breadth, and additionally is responsible for multi-functional work unit(s) and supervision of professional staff and work unit supervisors.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages and administers, and plans administrative or support services or operations, including fiscal and general administrative functions as they relate to area of assignment;

Manages, administers and coordinates internal services or support functions for a department or specific functional unit;

Manages the acquisition, storage and distribution of supplies and equipment to support unit or department activities;

Develops or participates in the development of departmental related policies and procedures and implements same as they relate to area of assignment;

Interprets unit or department policies and operational procedures and reviews current and proposed new or changed rules, regulations or related materials for impact on unit, division, or department management or operations, and recommends changes to management;

Develops and implements new procedures for both short and long term plans to improve efficiency, productivity and operating economy of areas of assignment;

Provides input to and assists in the development and design of automated information systems;

Coordinates the collection, reporting and documentation of data for assigned activities through affected supervisors and division managers and composes and writes reports concerning activities of areas of assignment;

Oversees the development, submission, maintenance and archiving of County/State/ Federal-mandated reports, forms, and records;

Directs formal training and development programs for assigned staff, County employees, or community or public interest groups;

Supervises, trains and evaluates support staff and coordinates the activities of area of assignment;

Reviews work of staff to ensure accuracy of documents and adherence to policy;

Represents the department/division by interacting with various County, Federal, and State departments, agencies, private industry, contractors, and public committees to assist in accomplishing department and unit goals;

Administers internal personnel activities in coordination with the centralized Human Resources Department;

Monitors day-to-day financial matters such as sources of funding, contract renewals, payroll, purchases and petty cash funds;

Administers internal procedures for conducting competitive hiring and promotion;

Develops, monitors, revises and administers all or part of the department or assigned unit budget and maintains budgetary records;

Conducts research, data-gathering and reporting of special projects related to area of assignment.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of effective supervision and management;
- the principles and practices of public administration, procurement, warehousing, training and safety or assigned administrative and support functions;
- personnel policies, rules and systems;
- public sector accounting and financial practices;
- County and departmental contracting;
- budgeting and accounting processes and procedures and grants administration;
- Federal, State and local laws, rules, regulations, mandates and legal procedures for area of assignment and associated reporting requirements;
- training methods, programs and procedures;
- budgetary concepts, processes and procedures.

Skill in:

- coordinating internal activities with other divisions, departments, jurisdictions, contractors, and vendors;
- coordinating the efforts of support staff;
- effective communicating;
- administering and monitoring grants and contracts in the public sector;
- compiling and submitting local, State, and Federal-mandated reports and related information in area of assignment;
- coordinating the collection, documentation, filing and archiving of assigned activity reports and data;
- developing and administering training and development programs, to include licensing and certification programs;
- managing the acquisition, storage, issue and accounting for materials;
- assessing the impact of new/changed rules, regulations and mandates on activities of assigned areas;
- planning, organizing, reviewing, monitoring and revising budgets.

MINIMUM QUALIFICATIONS:

EITHER

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration/management, purchasing, material management, accounting, occupational training, engineering or a related field and three years of supervisory experience in public or business administration or in one of the identified fields.

(A Master's Degree from an accredited college or university in one of the above cited disciplines may substitute for one year of the aforementioned experience.)

OR

(2) Five years of professional level experience in any of the identified fields that includes at least three years of supervisory or managerial experience.

OTHER REQUIREMENTS:

Licenses and Certificate: Some positions may require a valid Arizona Driver's License at time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.