

Code: 1822

Title: ADMINISTRATIVE SERVICES MANAGER - SENIOR

SUMMARY: Manages, plans, coordinates, and directs the fiscal, administrative, and/or management support functions of a County department or a cluster of departments. This classification is responsible for the management of all administrative services or support functions of a large department(s). This classification is distinguished from Administrative Services Manager by its managerial breadth and full responsibility for all administrative functions of a department or departments including, but are not limited to, finance, accounting, contracts, grants, personnel, budget, purchasing, warehouse management, personnel training and safety. This classification is further distinguished by its managerial responsibility for a 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.)

Plans, organizes, directs and manages the administrative services or support functions including, but not limited to, financial and general administrative functions or other assigned support or service functions;

Manages an accounting unit and professional accounting staff;

Oversees and manages the acquisition, storage and distribution of materiel to support department activities through subordinate work unit supervisors;

Interprets department policies and procedures and reviews current and proposed new or changed rules, regulations, or related materials for impact to unit, division, department, or a group of departments and presents recommendations to management;

Oversees and directs training and development of department employees and ensures division/department compliance with mandated training and certifications;

Coordinates activities and serves with other divisions to meet the needs and goals of the department or group of departments;

Develops and directs general accounting procedures, payroll, purchasing, inventory control, computer operations, data collection and report preparation;

Supervises the installation of new or modified financial cost accounting and records management systems;

Analyzes data and makes recommendations for reducing costs and increasing revenues;

Reviews grant and contract requests, income management reports and revenue studies;

Oversees the coordination of accounting and financial records maintenance with the Finance and Management Information Services Departments;

Develops procedures for and directs personnel hiring, department records management and storage, reproduction, microfilming services and custodial staff;

Studies and researches administrative and financial problems and recommends solutions;

Supervises professional staff and work unit supervisors;

Develops and prepares reports;

Directs and participates in the development of the departmental budget;

Evaluates and provides for the training and development of division staff;

Represents the director at meetings and conferences;

Plans for and prepares the coordination of funding from multiple sources.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of financial management and accounting systems;
- the principles and practices of administration, supervision, training and management;
- the principles and applications of management information systems and techniques;
- the principles and practices of public administration, procurement, warehousing, training and safety functions;
- personnel policies, rules, and systems;
- Federal, State, and local laws, rules, regulations, mandates and legal procedures and reporting requirements;
- training methods, programs and procedures.

Skill in:

- planning, organizing and directing complex financial management systems;
- assigning and directing the work of professional and administrative staff;
- analyzing difficult administrative and financial problems and presenting solutions clearly and concisely;
- coordinating internal activities with other division, departments, jurisdictions, contractors, and vendors;
- effective communication;
- managing the acquisition, storage, issue and accounting for materials;
- planning, organizing, reviewing, monitoring and revising budgets;
- developing and administering training and development programs, to include licensing and certification programs.

MINIMUM QUALIFICATIONS: EITHER

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

(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 above identified fields that includes at least three years of supervisory or managerial experience.

OR

(3) Four years of experience with Pima County as an Administrative Services Manager.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Driver's License is required at the time of appointment.

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