

Menlo Park Fire Protection District

ADMINISTRATIVE SERVICES MANAGER

(Non-Safety, full time, Exempt, Unrepresented, benefited position)

Class Description

DEFINITION

The Administrative Services Manager is a mid-management staff position responsible for managing all fiscal and administrative functions of the District as they relate to accounting, finance, budget, purchasing, and support services for the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief. This position has supervision over the Clerk of the Board, Senior Accountant, and other Administrative Services staff.

DISTINGUISHING CHARACTERISTICS

Under general direction, plan, organize, direct and coordinate the central administrative functions, fiscal operations, contract management, program support, and perform other duties as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Manages all fiscal and related activities of the District including accounting, payroll, budget and purchasing activities.
2. Plans, directs and exercises general supervision over the work of assigned administrative personnel; reviews, evaluates and takes action on activities and reports of assigned personnel.
3. Develops and implements financial accounting systems in accordance with generally accepted accounting principles (GAAP) to meet District needs, including payroll, accounts payable/receivable and fixed assets.
4. Coordinates the annual preliminary District budget review and preparation process.
5. Conducts studies and prepares reports regarding fiscal and related business programs, including proposed modifications to them.
6. Supervises the work of assigned staff, including providing for training and evaluation.
7. Oversees annual financial audit performed by contracted auditing firm.
8. Develops requests for statement of qualifications for auditor selection and negotiates auditor's contract for services.
9. Attends Board meetings, staff meetings, conferences and professional associations and groups.
10. Prepares staff reports to the Board of Directors and its standing committees and oversees the preparation of agenda and packets for all Board and Committee meetings.
11. Reviews organizational and administrative problems and recommends, implements and follows through on effective courses of action.
12. Properly interprets and makes decisions in accordance with laws, rules and policies.
13. May act as District Treasurer.
14. May represent the District on the RDA Successor Agency Oversight Boards.

QUALIFICATIONS

Knowledge of:

- Principles of administration, supervision and office management.
- Accounting principles and practices and application to governmental accounting.
- Operation, use and applications of computer systems and application software.
- Principles and practices of management, organizational and research methods.
- Purchasing and contracting procedures.
- Information systems relating to financial and records management.
- Techniques of administrative survey and analysis.

Ability to:

- Effectively administer all aspects of the District's fiscal operation.
- Analyze complex administrative and operational problems, evaluate alternatives and reach sound conclusions.
- Accurately interpret and explain District policies and regulations.
- Prepare and present a variety of reports, correspondence, and statistical data in a clear, concise and effective manner.
- Communicate effectively in writing and verbally.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Develop policies and procedures to improve operations.
- Implement changes required by laws and regulations.
- Analyze, interpret, explain, and apply complex regulations, laws and directives.
- Exercise sound independent judgment within general policy guidelines.
- Plan, supervise and evaluate the work of others.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven to ten years of experience in a professional level position, including some responsibility for budget preparation and fiscal administration, preferably in a public setting, at least two years of which were in a supervisory function.

Training: A Bachelor's degree from a four-year college or university with major coursework in Accounting, Business or Public Administration or a field related to the work. A Master's Degree or other advanced degree from an accredited college or university is highly preferred.

Licenses and Certificates:

- Possession of a valid California driver's license, and a satisfactory driving record.

PHYSICAL DEMANDS

Mobility, frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. lifting frequently up to 10 pounds; occasionally up to 25 pounds; constant use of overall vision; frequent reading and close-up work; occasional color and depth vision; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching; frequent hearing and talking, in person and on the phone.

ENVIRONMENTAL ELEMENTS

Frequent decision-making and concentration; frequent public and/or coworker contact; occasionally working alone. Frequent exposure to noise. Some duties require travel from site to site and frequent exposure to extreme noise from sirens and emergency equipment. Must have the ability to work a flexible schedule occasionally. Travel is rare.