



201 Vallecitos de Oro • San Marcos, California • 92069-1453 (760) 744-0460

EMPLOYMENT OPPORTUNITY NOTICE

ADMINISTRATIVE SERVICES MANAGER
Monthly Salary -- Range 74.0 -- \$10,148 - \$13,600

**Applications may be obtained from the Administration Receptionist
or on-line at www.vwd.org**

JOB CODE 12-2140

OPEN UNTIL FILLED – APPLY IMMEDIATELY FOR FIRST CONSIDERATION

DEFINITION

Under general direction, oversees and manages the following programs and activities: human resources, risk management, safety, workers' compensation, liability and property insurance, regulatory compliance, source control, information technology, public information, water conservation, custodial services, and administrative support; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class reports to the General Manager and is responsible for overseeing and managing multiple programs as noted above. The employee must also function as a member of the District's management team and participate actively in addressing issues of concern to the District which at times may not have a direct impact on the employee's area of specialization.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Plans, schedules, supervises, reviews, and evaluates the work of staff engaged in a variety of programs and activities including human resources, risk management, safety, workers' compensation, liability and property insurance, regulatory compliance, source control, information technology, public information, water conservation, custodial services, and administrative support.

Develops and implements goals, objectives, and work standards for the department; evaluates and monitors the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative, and support systems identifying opportunities for improvement; and directs the implementation of changes.

Develops and maintains succession plan and five-year staffing plan to ensure maintenance of a qualified water and wastewater staff in the future.

Develops and administers department budget; monitors expenditures throughout the year.

Plans, designs, directs, supervises, and personally conducts recruitment and selection processes for obtaining qualified employees including application reviews, interviews, and assessment techniques; coordinates pre-employment medical exams and background investigations; reviews results and approves continuance of selection process.

Develops, recommends, interprets, and administers human resources policies, programs, and practices; keeps informed of and ensures compliance with applicable local, state, and federal laws.

Maintains classification and compensation systems including job analyses, salary and benefit surveys, writing and updating class specifications, and makes pay adjustment recommendations.

Administers benefit programs; designs and recommends new and/or modified programs in accordance with the memorandum of understanding; assists employees with questions and resolves insurance problems; coordinates with providers regarding insurance rates and changes.

Develops and maintains an employee performance appraisal system; reviews all evaluations; supervises and monitors processing of personnel and payroll action documents related to employee pay and benefits.

Administers employee disciplinary policies and procedures; provides assistance and makes recommendations on disciplinary issues and actions; conducts investigations; prepares performance improvement plans to address performance deficiencies; refers employees to employee assistance program as needed.

ESSENTIAL FUNCTIONS (continued)

Plans, develops, organizes, performs and/or coordinates employee training programs, health and benefit fairs, employee recognition programs, and other employee education programs.

Reviews and updates employee handbook to comply with established laws, policies, and procedures; performs or monitors the preparation and maintenance of personnel records and reports; and ensures adequate security, control, and maintenance of confidential records and information.

Provides professional assistance and advice to supervisors and managers including advice on policies, procedures, and laws regarding wages, work hours, and working conditions; counsels employees on work related issues.

Prepares correspondence, reports, documents, forms, and training or educational materials; makes presentations to employees, management, and the Board of Directors.

Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff's work activities, and provide required resources for work assignments.

Observes safe work practices and safety methods; performs other duties as assigned.

Demonstrates cooperative behavior with those contacted in the course of work.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of: The principles and practices of public human resources administration including methods utilized in recruitment and selection, classification, compensation, employee relations, and discipline; laws, rules, and policies related to human resources; employee performance appraisal methods and systems; labor relations in the public sector; benefit administration and employee development; public relations; supervision; training and presentation principles; personnel and confidential record keeping methods; proper report writing and correspondence; English usage, spelling, grammar, and punctuation; computer applications relating to the work; general knowledge of assigned programs.

Ability to: Oversee and manage multiple and diverse programs; plan, develop, organize, administer, review, and evaluate human resource programs in compliance with established policies and laws; evaluate, develop, and implement effective recruitment and selection, placement, classification, compensation, orientation, training, and discipline programs; plan, organize, assign, supervise, review, and evaluate the work of others; interpret and explain District policies and procedures; create a work environment in which employees and management are a team; exercise sound judgment and function effectively in a variety of difficult situations; use tact, diplomacy, and sensitivity in addressing personnel matters; maintain confidentiality; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with others contacted in the course of the work; analyze complex problems, evaluate alternatives, and reach sound conclusions; meet schedules and deadlines; prepare and make public presentations; represent the District in a variety of meetings and settings.

Education and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include a bachelor's degree with major course work in human resources, public or business administration, or a closely related field and five years of professional level work experience in human resources which included at least two years in a supervisory or management capacity.

Licenses, Certificates, and Special Requirements

Possession of a Class C California driver's license prior to employment and a satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision and the ability to adjust focus.

Work Environment

Most work is performed in an office setting.