

JURUPA COMMUNITY SERVICES DISTRICT DIRECTOR OF ADMINISTRATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the General Manager, plans, directs, manages and oversees the activities and operations of the Administration and Records Retention Divisions, which includes the District's conservation programs. Oversees plans, organizes, directs and coordinates activities necessary to support the Board of Directors and the General Manager.

CLASS CHARACTERISTICS

This class is distinguished from other Director level positions in that it has authority over District departments/divisions that are part of the administration service group. This position has accountability and greater external interfaces with the Board of Directors and the General Manager. The incumbent works under direction and exercises independent judgment in the performance of a variety of professional, confidential, complex and difficult duties.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assume full management responsibility for all Administrative functions and activities including record retention programs and conservation programs; recommend and administer and maintain all Board and administrative policies and procedures.

Plans, organizes, controls, integrates and evaluates the work of assigned department to ensure operations and services comply with the policies and strategic direction set by the General Manager, Board of Directors and all applicable laws and regulations; participates in formulation of the District's Strategic Plan and other long-range business, facilities and resource plans; with subordinate managers, develops, implements and monitors short and long-term plans, goals and objectives focused on achieving District's mission, Strategic Plan and Board Priorities;

Prepare and/or recommend revision of policies, procedures, and other information pertaining to the administration of District business; conduct analysis and prepare recommendations regarding policies and procedures requiring knowledge of legal requirements and an understanding of District operations;

Analyzes, interprets, and provides appropriate guidance on District policies and procedures to the public, Board members and personnel.

Represent the District to elected and appointed officials and outside agencies; explain, justify and defend assigned programs, policies and activities; and negotiate and resolve

sensitive, significant and controversial issues;

Attends and makes presentations at Board meetings and represents the District at public community meetings and professional meetings as required.

Review and make recommendations on administrative controls, records, files and documents;

Responsible for office building architectural lay-out and design projects.

Continuously monitor and evaluate the efficiency of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of changes;

Provide staff assistance to the General Manager; screen/route inquiries and requests, make recommendations as to disposition;

Prepares and administers the budget for the Administration department and participates in overall processes necessary in preparation of the District budget;

Participate in District management staff meetings and may serve on special task forces, direct and/or coordinate the conduct of projects having a District wide impact;

Advises and provides assistance to the General Manager, other District staff and the public regarding Administrative services; directs the conduct of administrative studies, analyses, and special projects; preparation and review of a broad range of reports regarding Administrative policies and procedures;

Directs record retention activities and water conservation efforts of the District;

Plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's human resources policies and procedures and labor contract provisions;

Select, train, motivate, and evaluate administration and record retention personnel; coordinate staff training; work with Human Resource to correct employee deficiencies; implement discipline and termination procedures.

Perform other related duties and responsibilities as required.

Other Duties

Participate in a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a wide range of technical fields, business administration, and department management.

Respond to and resolve difficult and sensitive inquiries and complaints.

May serve as Acting General Manager during the absence of the General Manager.

QUALIFICATIONS GUIDELINES

Experience

Seven years increasingly responsible experience in business administration, public administration, or a related field including five years management responsibility.

Education

Any combination of education and/or experience that has provided the knowledge necessary for acceptable job performance. Example combinations include equivalent to graduation from a four-year college or university with major coursework in business administration, public administration, or a related field. An appropriate advanced degree and experience in working with an elected board is desirable.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Travel by airplane, train, or automobile to conduct District business; communicate clearly and concisely, both orally and in writing with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings.

Vision must be sufficient to accomplish the duties of the position and to operate a District vehicle

Must be able to stand and sit for prolonged periods of time.

Knowledge of:

Operational characteristics, services and activities of a comprehensive administration program; Organizational and management practices as applied to the analysis and evaluation of programs, and operational needs; Modern and complex principles and practices of program development and public administration. Familiar with pertinent Federal, State and local laws, codes, and regulations as they relate to California Special Districts; Modern governmental personal practices; contract administration and negotiation; computer software related to areas of responsibility.

Special Requirements

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

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / EXEMPT
Range 120¹ \$9,343

¹ Director of Administration (At Will Position)