

HUMBOLDT COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION:

Administrative Services Manager I

Effective February 2024

Definition

To encourage continued professional growth and longevity with the District, the administrative series consists of three (3) individual classifications pertaining to one position: Administrative Assistant and Administrative Services Manager I and II. The Administrative Services Manager I represents the mid-knowledge range of the administrative classification.

Under direction of the General Manager, this full-time non-exempt hourly classification serves as Assistant to the General Manager, Board Secretary, and Human Resources/Payroll Specialist; Performs difficult and complex administrative support work;; organizes and analyzes data related to organizational, functional, and fiscal studies of District activities, programs, and services; assists with budget proposals, comprehensive research reports and recommendations; provides information to District management and other agencies; performs personnel related functions for the District, administers employee health and welfare benefits, administers the District Department of Transportation (DOT) program, maintains District wide insurance programs including claims, performs a variety of difficult and complex recordkeeping duties.

Essential Functions

- Gathers and organizes a variety of information and materials for the General Manager and District Board of Directors.
- Compiles material and other information, preparing and distributing the Board agenda under the direction of the General Manager.
- Attends Board meetings, develops and maintains minutes, distributes resolutions, ordinances, and actions as necessary.
- Takes and transcribes notes and minutes of meetings.
- As appointed Board Secretary, maintains official records of Board proceedings and actions.
- Updates District website data related to the Board, Human Resources, and other required postings.
- Establishes and maintains a variety of records and files.
- Prepares a variety of correspondence, memoranda, and other items as developed by the General Manager and Board Members.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Assists District management with resolving a variety of management problems.
- Assists with budget and fiscal analysis and the preparation of budget proposals.
- Assists with the establishment of District operating policies and procedures.
- Reviews legislation and literature, preparing summary briefs and analysis for District management.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions as necessary.
- Updates and maintains expenditure information.
- Operates a variety of office equipment and computers in the performance of work assignments.

- Coordinates and administers employee health and welfare benefit programs.
- Assists with annual salary adjustment recommendations.
- Maintains the District classification plan.
- Performs orientation interviews for new employees.
- Provides operating Department support regarding human resource policies and issues.
- Meets with management staff and committees regarding human resource problems.
- Regularly updates the General Manager regarding human resource operations, problems, policies, and administrative information.
- Organizes and carries out recruitment procedures including developing plans, schedules, job announcements, advertisements, applicant screening, interviews, and testing.
- Coordinates background checks, pre-employment physical exams, orientation (onboarding), and benefit enrollments.
- Prepares, maintains, and processes personnel documents, files, records.
- Administers the District COBRA program.
- Prepares and processes all aspects of the District payroll, CalPERS administration/reporting, 457B Deferred Compensation administration/reporting, payroll taxes, accrual maintenance.
- Efficient use of computers and applicable software in the performance of administrative support assignments, and payroll processing.
- Effectively represents the District, including its programs and policies, with the public and other agencies.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Other Duties

- Operates a variety of office equipment and computers in the performance of work assignments.
- Provides supervision, training, and work coordination for other office support staff as required.
- May provide some direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
- Develops and distributes information regarding human resource issues to District staff.
- Coordinates performance evaluation schedules and notifies District management accordingly.
- Conducts salary reviews and salary studies as delegated.
- Identifies and monitors District training needs; either provides or arranges necessary training.
- Establishes and maintains a variety of records and files.
- Performs a variety of studies and prepares reports.
- Maintains organization chart.
- Responds to inquiries from staff and retirees regarding benefits.
- Tracks required materials for benefits, policy compliance, etc. from benefit providers
- Conducts research, perform analysis, and prepare reports.
- Operates a vehicle for various District errands
- Assists with Customer Service on an as needed basis.
- Performs related duties as assigned.

Job Standards/Specifications**Knowledge of:**

- Principles and practices of office management, operations, and procedures, public personnel administration, including health and welfare benefit administration.
- Development and maintenance of filing and recordkeeping systems.
- Agenda preparation and distribution requirements for the District Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Fiscal recordkeeping, analysis, budget development, and controls.
- Development of survey research and valuative principles and techniques.
- Federal and state laws, rules, and regulations relating to public entity employment practices.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Maintenance of position classification and employee compensation plan.
- Public Agency recruitment and selection methods and procedures.
- Personnel policy development and implementation.
- Maintaining accurate records.
- Computer systems and software applications related to District management support and administrative functions, principles of the District payroll system, including word-processing and spreadsheet software, as appropriate.
- Proper spelling, grammar, and punctuation in English; other languages desirable.
- Principles and practices of personnel administration.

Ability to:

- Meet deadlines and perform multiple tasks proficiently.
- Maintain a variety of confidential records and correspondence.
- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors.
- Prepare agenda, minutes, and records for the Board of Directors.
- Perform a variety of office management functions.
- Create comprehensive and concise correspondence, documents and reports.
- Perform research, collect, organize, interpret, and evaluate a variety of information and data.
- Perform a variety of difficult and complex payroll maintenance and recordkeeping work.
- Research, analyze, and evaluate information regarding payroll transactions and net payments.
- Make arithmetic calculations quickly and accurately.
- Maintain, update, and ensure the accuracy of fiscal records and data.
- Interpret laws, legislation, ordinances, and administrative policies and procedures.
- Type/keyboard at a minimum rate of 50 words per minute.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Skillfully use computers and applicable software in the performance of office, administrative, payroll, and personnel assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits and/or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours and work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of advanced educational training in business or office administration, administrative analysis, human resources management or closely related fields is highly desirable.

Experience: Five (5) years of increasingly responsible experience in performing a variety of office and administrative/personnel development and administration, including experience with recruitment and selection, position classification, benefit administration, maintaining and updating payroll systems, performing statistical and financial recordkeeping work, support work, including at least two (2) years in a supervisory or lead position.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Other Requirements:

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____