

ADMINISTRATIVE MANAGER**DEFINITION**

Under general direction, administers and manages the business, personnel and other assigned functions of a department. May serve as a division manager.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director or Assistant Director. May supervise management, professional, technical and/or clerical staff.

DISTINGUISHING CHARACTERISTICS

The incumbent is responsible for the overall management of business, personnel or other assigned functions. The incumbent exercises independent judgment relating to the development, revision, and implementation of various divisions, policies and procedures. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Assist the Department Director in establishing and implementing organizational policies and procedures for department operations; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.

Manage and coordinate the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, and computer operations.

Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine appropriate actions for improvement; advise Department Director on findings and methods of effective solutions; prepare written reports and make presentations to various City groups and officials.

Prepare and/or supervise the preparation of the departmental budget; review, analyze, and compile budgets for various programs or divisions; explain needs and provide justification for items; review and decide on expenditure requests and budget variances.

Coordinate the departmental computer operations; assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation, and computer operation and maintenance.

Prepare or supervise the preparation of and review grant proposals for various programs and projects of the department; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.

Manage and direct personnel actions; define and resolve complex work problems; establish work standards and operational objectives in assigned areas of responsibility.

Coordinate audits related to departmental or program operation and services; explain procedures to auditors and serve as reference for questions.

Review, interpret, and analyze new and proposed legislation; determine effect of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation if appropriate.

Provide administrative support to City or departmental management, committees, or other personnel as assigned.

Participate in the selection of professional, paraprofessional, technical, and clerical personnel; establish work standards; supervise, train, and evaluate personnel.

Coordinates interdepartmental and departmental activities with other City departments and divisions and with outside agencies; meet with other City departments, agencies, committees, community groups and public officials to coordinate and implement various projects and programs.

Represent the Department Director in administrative matters in the Director's absence.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern municipal management and public administration including personnel, budgetary and fiscal operations and controls.

Applicable federal, state and local laws, rules and policies regarding local government operations.

Statistical and work measurements, development and implementation of standards and report presentations.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Prepare and administer department budget and policy statements.

Analyze a variety of administrative problems and make sound policy and procedural recommendations for their solutions.

Analyze and supervise the systematic compilation of technical and statistical data and prepare complex reports.

Present ideas, concepts and recommendations clearly and concisely in oral, written and chart form.

Build and maintain effective working relationships with staff, City officials and representatives of other government agencies, community leaders and the general public.

Plan, organize, supervise and evaluate the work of support staff.

MINIMUM QUALIFICATIONS

Experience:

Four years of professional, administrative, managerial, operations, budgetary or similar experience.

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Finance or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____