

## ADMINISTRATIVE SERVICES MANAGER

### DEFINITION

Plans, coordinates, and administers staff service functions for a large organization, including budget preparation, control and analysis of expenditures, and may perform a variety of other activities, such as personnel and records management, organizational and procedural analysis, and liaison with support services and outside contractors.

### TYPICAL DUTIES

Plans, coordinates, supervises, and participates in the following functions:

- Preparing the budget of a large organization, establishing and maintaining expenditure controls, analyzing and evaluating budget proposals and expenditures, and preparing necessary budget adjustments
- Administering personnel activities, such as the maintenance of personnel records, processing of personnel transactions, processing of disciplinary actions, and performance evaluation of classified employees
- Administering contractual and service relationships with contractors that include preparing bid specifications or task or services descriptions
- Establishing and maintaining records, procedures, and controls; compiling statistical and accounting data; and preparing estimates and financial analysis for routine and special reports
- Coordinating procedures with other District units, representatives of other public agencies, and non-District contractors.

Performs and supervises a variety of staff duties, which may include some of the following:

- Analyzing and recommending changes in organization, policies, procedures, communications and other administrative matters
- Evaluating space and facilities utilization, equipment, and supplies, and recommending layouts or procurement
- Coordinating data collection and report formulation for feasibility studies and implementation and maintenance of data processing systems and services
- Coordinating the preparation of the District's application for categorical aid funding and participating in the negotiation of these proposals with State and federal representatives
- Interpreting State and federal regulations, policies, and communications to District staff and appropriate members of community groups
- Presenting written and oral reports to District staff and community groups concerning the overall operation of programs administered by the organization
- Planning, scheduling, and coordinating orientation and training programs for employees
- Representing the organizational unit at meetings and in relationships with employee organizations.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Services Manager administers financial and business management activities for a large organization. While specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the organizational unit's budget and expenditures; and liaison activities with other units in coordinating business and service functions.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

A Principal Financial Analyst serves as a specialist in financial matters and procedures related to proposal and budget preparation and modification, expenditure analysis, position control, and income forecasting for special or regular programs.

## SUPERVISION

General direction is received from a division head or other administrator. General supervision is exercised over technical and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of business and public administration as they relate to organization and management, budget preparation and control, cost accounting, fiscal and personnel management, and public relations
- Administrative analysis and statistical techniques
- Office management methods, forms, and equipment
- City, County, State and federal laws, rules, regulations, and policies of the District as they affect administrative activities
- Organization and functional responsibilities of District administration
- Data processing concepts and practices as they relate to the development of management information systems
- Principles of staff training and development

### Ability to:

- Analyze cost figures and statistical data for the development of administrative controls, record systems, and financial forecasts
- Coordinate and supervise administrative functions in a multiple-unit organization
- Maintain effective relations with outside contractors, District personnel, and representatives of public agencies
- Work under sustained pressure
- Prepare clear, concise reports and recommendations
- Make effective oral presentations
- Supervise and train subordinates

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in business, school, or public administration or a related field of emphasis. Courses in accounting and data processing are preferable. Experience in addition to that listed below may be substituted for up to two years of the required education on a year-for-year basis.

### Experience:

Six years experience at and/or above the journey-level that included responsibility for such activities as budgeting, cost accounting, administrative analysis and control, data systems analysis, contractual relations, and personnel relations. Two years must have been in a supervisory capacity in a school district. Graduate study in public or business administration or school business management may be substituted for the nonsupervisory experience on a year-for-year basis.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

Management class, exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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PJO