

Administrative Services Manager I

Definition

Under general direction, to plan, organize, direct, and coordinate the central administrative services function of a large County department or large organizational sub-unit; to assist management in the formulation and implementation of administrative policies and procedures.

Distinguishing Characteristics

The Administrative Services Manager class series is distinguished from the Administrative Support Officer class series in that the Administrative Support Officer class series performs and supervises the day-to-day operations of one or more central administrative and/or business management functions and does not have responsibility for directing a major management support program with fully developed functional subdivisions.

The Administrative Services Manager class series is distinguished from the Management Analyst class series in that the Management Analyst class series is responsible for the performance of analytical staff service studies/projects rather than continuing supervisory responsibility for an operating administrative section or division.

The Administrative Services Manager class series is distinguished from the Program Manager class series in that the Program Manager class series has managerial and supervisory responsibility for a public service-oriented program, while the Administrative Services Manager class series provides administrative support to an operating department.

Some positions in the Administrative Services Manager class series have no direct managerial control of a program but rather provide administrative direction, control, and coordination of a number of large operating divisions within a department. Supervisory responsibility typically involves administrative review and coordination of professional supervisory staff.

Allocation Factors

Factors affecting position allocation the budget and fiscal program and personnel activities; the amount of delegated authority; the number of subordinates supervised; and the complexity of the centralized office activities defined in terms of variety, scope, and sophistication level, level and variety of staff supervised, degree of supervision exercised, and degree of involvement in the management decision-making process of the department.

In evaluating these factors for allocation purposes, the significance of one or more of these factors may have such major impact on the program as to override full consideration of the remaining factors for allocation to any of the three levels.

Positions at the Administrative Services Manager I level direct a moderate size administrative or business management function consisting of a small variety of support activities or a few major activities of average complexity and responsibility. Positions typically supervise a variety of

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professional, technical and clerical support staff performing a variety of duties of moderate scope and level of sophistication.

Positions at the Administrative Services Manager II level direct a large administrative and business management function consisting of a wide variety of support activities of moderate scope and complexity. Positions typically provide general supervision over a large number of professional, technical and clerical support staff, and supervision may be exercised through a small number of subordinate supervisors.

Positions allocated to the Administrative Services Manager III level provide over-all direction for a major administrative and business management function consisting of either a large number of comprehensive activities and/or several highly complex activities. Positions typically provide general supervision over a large number of professional, technical, and clerical support staff primarily through subordinate supervisors.

Typical Tasks

- Plans, organizes, directs, and coordinates some or all of the department's budgeting, purchasing, payroll, fiscal control, personnel employee relations, organizational development, strategic planning, information systems, and general administrative functions;
- Exercises overall direction of the office service functions;
- Serves as direct liaison with other County services concerning data processing, telephone systems, pool vehicles, parking, and building maintenance;
- Develops or reviews and approves plans for the effective utilization of office space, furniture and equipment, forms and supplies;
- In those departments not having Departmental Fiscal Officers, assumes overall responsibility for the budgetary and fiscal control programs and preparation of the budget;
- Represents the department in discussions with other offices and agencies concerning administrative services issues;
- Participates in a variety of analytical studies relating to programs and needs of the department;
- Prepares, reviews, and approves detailed correspondence and reports;
- May prepare departmental policies and procedures to align with relevant Federal, State and County guidelines;

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- May select, train, direct, and evaluate subordinate staff;
- May direct subordinate staff in the development, maintenance and evaluation of information systems and analyze outcome data in order to evaluate, plan, and implement department goals and objectives, and to plan for future information systems needs;
- May prepare, negotiate and administer contracts, prepare and maintain monitoring and reporting systems, prepare grant applications and confer with Federal and State regulatory agencies;
- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

Employment Standards

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The required knowledge and abilities are attained through training and experience equivalent to possession of a Bachelor's degree. Relevant experience can substitute for education on a year-for-year basis. Relevant experience includes experience performing analytical, administrative, lead, supervisory, or management duties, which include interpreting rules and regulations, gathering data and formulating recommendations, and report writing.

AND

Four (4) years of analytical, administrative, lead, supervisory, or management experience, which includes duties interpreting rules and regulations, gathering data and formulating recommendations, and report writing; one (1) year of which must be at the journey level.

A Master's Degree can substitute for one (1) year of the required experience.

Special Requirements

- Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County driver authorization.

Knowledge of:

- Principles and practices of public and business administration, organizational development, budget, management analysis, personnel management, employee relations, and modern information systems applications;
- Modern office methods and equipment;

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- Administrative problems involved in the operation of a large governmental department or similar organization;
- Theory, principles, practices, and application of governmental budgeting and accounting;
- Principles of management, including training, directing, evaluating, and supervising subordinates;
- Principles of management analysis and organizational design necessary to formulate and implement administrative policies;
- Data processing procedures and practices;
- Some positions may require knowledge of preparation, negotiation, administration and monitoring of contracts and grant applications.

Ability to:

- Plan, organize and direct a comprehensive administrative services program in a large department, and develop and implement new methods and procedures;
- Analyze and evaluate administrative and budget problems and implement effective solutions;
- Conduct cost and operations studies and analyses;
- Effectively represent the department on a variety of matters with other departments and agencies;
- Manage, train, develop, and motivate subordinate staff;
- Interpret and apply provisions of Federal, State, and local legislation, rules and regulations pertinent to the administration of department policies and programs;
- Act as a liaison to, advise, and/or resolve differences with public and private agencies, other departments, the general public, and departmental employees;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate effectively, both orally and in writing;
- Prepare clear and concise correspondence and reports.

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