

JOB DESCRIPTION

Administrative Services Manager

Date Prepared: June 2017

SUMMARY: Under limited supervision, directs, coordinates and plans functions and operations of the Santa Cruz Port District (District) Administrative Services Department, including human resources, finance, purchasing, technology, environmental issues, and permitting; performs complex management and technical duties, and assures compliance with state and federal regulations and District policies and procedures.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Uses independent judgment and initiative to direct and coordinate the operations of the Administrative Services (AS) department; provides confidential support and advice to the Port Director on all administrative functions, personnel issues, budgeting and real property management issues.
- Manages personnel, finance, purchasing, property management, policies, budgets, information technology, and environmental and regulatory issues for the District; provides advice and counsel to District staff.
- Manages the daily activities of the AS staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; trains staff on work methods, procedures, and techniques.
- Evaluates records and files for accuracy, and prepares summary financial and operational reports.
- Researches District issues and monitors regional business activities and economic trends.
- Monitors operations, workflow, and timeline requirements; sets priorities, resolves problems, analyzes data, and assures that all action items are properly processed, managed, and resolved; assures that quality and timeliness standards are met, and quality customer services are provided.
- Exercises independent judgment within broad policy guidelines; interprets concerns, defines desired results, and determines scope and priorities of programs and projects; coordinates special projects and administrative issues with District staff; explains and interprets District programs, policies, and activities.
- Participates in development of annual budget, monitors expenditures, and reviews financial reports; oversees annual audit process; manages AS fiscal policies, and assures effectiveness of financial controls.
- Manages regulatory permitting procedures and documentation including California Environmental Quality Act (CEQA); manages grant programs, including Federal Emergency Management Agency and California Emergency Management Agency grants.
- Prepares and reviews reports and technical documents for the Port Commission; develops and updates policies and procedures.
- Provides information and assistance to customers and clients; answers questions and resolves issues within scope of authority; manages marketing and advertising functions.
- Recommends policies, procedures and programs to meet changing operational needs.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.
- Personnel recruitment, evaluations and recordkeeping.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Finance, Business or Public Administration; AND five years of experience managing government administrative, human resources and financial functions; OR an equivalent combination of education, training, and experience.

Knowledge of:

- District organization, operations, policies, and procedures.
- District functions, political environments, and compliance standards.
- State and federal rules and regulations covering harbors and marine sanctuaries, including California Harbors and Navigation Code.
- Legal, ethical, and professional rules of conduct for public sector administrative officers.
- Principles and practices of public sector administrative management, including personnel rules, performance management, procurement, contracting, and project management.
- Techniques and practices for efficient and cost effective management of resources.
- Research techniques, internet resources, and marine operations terminology.
- Principles of record keeping, public records, contracts management, and records management.
- Professional standards for business correspondence and meeting minutes.
- Customer service standards and protocols.

Skill in:

- Interpreting, applying, and explaining administrative and accounting standards and procedures, applicable federal and state rules and regulations, and District policies and procedures.
- Analyzing administrative and financial issues, evaluating alternatives, and developing recommendations.
- Analyzing District needs, and prioritizing and promoting financial strategies to meet future needs.
- Researching, compiling, and reviewing data, and preparing summary reports and technical documents.
- Monitoring and interpreting financial documents, and assuring compliance with regulatory requirements.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Evaluating workflow, and assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.