

**Phelan Piñon Hills Community Services District  
Job Description**

JOB TITLE: Administrative Services Manager

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EXEMPT:	Yes	JOB CODE:	520
DEPARTMENT:	Administration	SALARY:	125
REPORTS TO:	General Manager	APPROVED:	6-5-12

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY:** Directs financial activities of the organization by performing and coordinates activities of administrative and finance personnel in organization by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

**ADMINISTRATION MANAGEMENT/SCHEDULING:** Analyzes and organizes administrative operations and procedures such as bookkeeping, preparation of payroll, typing, flow of correspondence, filing, requisition of supplies, and other administrative services. Evaluates office production and revises procedures to improve efficiency of workflow. Establishes uniform correspondence procedures and practices. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records. Plans office layouts and initiates cost reduction programs. Reviews administrative and personnel records to insure completeness, accuracy, and timeliness. Prepares activities reports for guidance of management. Advises management about insurance coverage for protection against property losses and potential liabilities. Arranges for audits of District accounts. Prepares reports required by regulatory agencies. Reviews and recommends approval of all requisitions within the office. Coordinates with vendors on contracts for equipment leases, servicing, changes, etc.

**ACCOUNTING:** Ensures proper accounting procedures are maintained and followed. Prepares and reviews financial statements prior to distribution to Board. Maintains communication with District auditor, financial consultant and General Manager on financial status of the District. Schedules end-of-month and end-of-year transactions. Ensures customer account maintenance and proper handling of cash. Performs routine internal audit to ensure proper transaction trails. Establishes, or recommends to management, major economic objectives and policies for the District. Prepares reports which summarize and forecast District activities and financial position in areas of income, expenses, and earnings based on past, present, and expected operations. Works with the General Manager to prepare the District.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises administrative, finance, and

customer service employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinates activities of administrative technicians and other administrative staff. Approves time sheets/cards and vacation schedules, prepares annual evaluations, takes disciplinary actions, recommends merit raises, reviews and revises job descriptions.

**PUBLIC RELATIONS:** Attends meetings and coordinates public relations events. Writes, edits, and prepares newsletters. Prepares correspondence for mailings to customers. Prepares letters to customers addressing their concerns and explaining District policies. Maintains communication with various community and business interests. Addresses public groups on matters pertaining to the District.

**DATA PROCESSING:** Responsible for overall data processing functions. Trains new hires on use of software. District representative to hardware and software vendors. Coordinates additions and desired changes to hardware and software. Ensures proper scheduling of backups, security, and use of computerized data. Ensures proper data flow and reporting to General Manager, field support, and the Board.

**PERSONNEL MANAGEMENT:** Responsible for District adherence and compliance to Fair Labor Standards Laws. Ensures proper insurance is carried. Maintains and oversees handling of employee files. Updates salary classification, pay ranges, and job descriptions after Board approval. Ensures that all employees hold a current personnel manual. Ensures that annual evaluations are conducted on all employees.

**GENERAL MANAGER FUNCTIONS:** Performs those authorized, designated and/or directed duties and responsibilities of the General Manager under the General Manager's direction and supervision as are requested of him/her, or as are required in the General Manager's absence, under the direction and supervision of the Board of Directors.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (B. A.) from four-year college or university and or five to seven years' related experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the Board of Directors.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**OTHER:** Must read, understand, and comply with the District's Employee Personnel Manual and all policies and procedures.