



## **BUSINESS ADMINISTRATIVE MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, plans, organizes, and directs Financial Management, Information Technology (IT), Facilities, Safety, Air Quality (AQ) Monitoring, Human Resources (HR) and other administrative services. Provides direction on complex financial and IT issues; leads analytical studies addressing administrative issues; supervises Fiscal personnel, IT, HR and/or other administrative support activities; serves as a member of the District's management team; and performs related duties as required.

### **CLASS CHARACTERISTICS:**

This single position management class reports to the Air Pollution Control Officer and is characterized by the responsibility to direct Accounting, Information Technology, Risk Management, Fleet Services, Air Quality Monitoring, Human Resources and Facility Management activities for the District. The incumbent is responsible for accomplishing program goals and objectives within general policy guidelines.

### **ESSENTIAL FUNCTIONS:** *(includes but are not limited to the following)*

The following is a partial description and is not a comprehensive list of duties

- Plans, directs, supervises and tracks the work of others; evaluates staff performance and seeks ways to assist staff in professional development; develops and directs goals, objectives, policies, procedures, and work standards for assigned sections and activities for Accounting, IT, AQ Monitoring, Risk Management, HR and Facilities staff; Directs the District's Risk Management, Facilities, Monitoring and Fleet Management Programs.
- Organizes, assigns and reviews the work of assigned staff; selects and trains staff and provides for their technical and professional development for Accounting, IT, AQ Monitoring, Risk Management, HR and Facilities staff.
- Manages the planning and coordination of the preparation of the District budget; Manages the oversight of all financial, accounting, budgeting, purchasing, payroll, billing, and accounts payable; Directs the more difficult financial record preparation and maintenance.
- Directs the review and approval of year-end accruals and adjustments; Directs the analysis and reconciliations of accounts to general ledger, and the preparation of financial statements and reports; Directs and coordinates the preparation, publishing, and monitoring of the District's annual budget and Comprehensive Annual Financial Report; Monitors and accounts for funding and revenue received by the District, including grant administration and tracking.
- Directs internal and external audit activities; Directs difficult and complex audits and associated policy and procedure development; Directs centralized purchasing and contract administration activities; Acts as chief negotiator in complex contract negotiations including labor negotiations.
- Directs all IT and AQ Monitoring activities of the District; Provides leadership and professional advice to management and technical expertise and staff direction, scheduling, guidance and training in areas such as

database, network and software application operation and design, networking, data collection and IT systems; Provides leadership and direction of Prevention of Significant Deterioration (PSD) ambient air monitoring, State and Local Air Monitoring Stations (SLAMS), and Photochemical Assessment Monitoring Stations (PAMS); Leads the implementation of Meteorological, Air Quality, Particulate, Quality Assurance Program(s); Manages the operation and maintenance of air quality monitoring stations.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting and turning in the performance of daily activities. The position also requires occasional grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near vision in reading correspondence. Acute hearing is required when using the telephone and communicating in person. The need to lift items weighing up to 10 pounds is also required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

**Knowledge of:**

Principles and practices of accounting, scientific and statistical systems and procedures; business and public administration; preparation, justification, and control of budget practices; principles and practices of governmental accounting; state laws applicable to financial activities of special districts; automated financial information systems; practices of public debt financing; grant and contract preparation and review process practices; principles and practices of public sector personnel and union contract management; principles and methods of work planning, staffing analysis and project management; data collection and analysis techniques; management practices and techniques utilized to develop, control, and evaluate services; financial planning as relevant to financing capital projects, major fixed assets, and public sector services; supervisory practices; public speaking and presentation techniques; risk management and loss prevention practices, and/or principles and practices of computer/network/internet technology, relational databases, applications and limitations; programming and report-generating languages; cost estimation techniques; programming and systems design, modification and documentation techniques; and data collections from remote field instrumentation, communication protocols (telemetry) over networks and data analysis software packages.

**Skill to:**

Operate an office computer and a variety of word processing, data management and other software applications.

**Ability to:**

Direct the preparation and administration of comprehensive budget activities; direct fiscal activities; oversee the analysis of administrative problems and solutions; oversee analytical studies; manage the preparation of budgets, grant applications, service contracts, and complex narrative statistical reports; supervise technical/professional employees; organize assigned work functions and processes; determine opportunities for improvement in fiscal performance and service delivery methods; review and verify the accuracy of financial data and associated legal documents; establish and maintain effective working relationships with those contacted in the performance of duties.

Ability to manage the writing, reporting and analysis of complex IT systems, data, instrumentation, equipment and networking problems and manage the development of sound solutions; manage the planning, directing, coordinating evaluating and supervision of the work of others.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the Administrative Manager classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

Example combinations included graduation with a bachelor's degree from an accredited college or university preferably with a major in computer science and/or a bachelor's degree in accounting, finance, business, or public administration, economics or a closely related field and five years of increasingly responsible IT and/or Financial administrative experience, of which three must be at the lead supervisory level, preferably in a public agency.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

FLSA: Exempt  
Form 700 Required  
Unrepresented Management Unit 43

Adopted: