



Pleasant Valley Recreation and Park District Job Description

Job Title: Administrative Services Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt

Category: Management
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Supervise the delivery of all customer service activities for the District. Responsibilities entail accountability based on efficiency, productivity, and quality of activities performed by the Administration and Finance staff. Responsible for District Contracts, Human Resources, Financial, and Board of Directors document files. Monitor and approve work schedules of Administrative and Finance staff. Provide written and oral reports to the General Manager and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Supervise the administrative functions of the District by selecting, overseeing and evaluating various administrative employees.
- Prepare new budget files for District, communicate expectations, provide budget restrictions, review draft budgets, make recommendations, monitor budget appropriations throughout the year, prepare Administration Division budget, present budget amendments for Board approval, schedule budget workshops, and help prepare annual District Budget and related charts.
- Provide District Financials to staff and the Board of Directors on a monthly basis and report on the investment portfolio of the District on a quarterly basis.
- Review the risk management and insurance programs, administers investment and cash flow management programs, including District petty cash fund.
- Supervise accounting, accounts payable, payroll operations, purchasing, maintaining general ledger, protects financial security by following internal accounting controls and reports employee counts to the US Department of Labor on a monthly basis.
- Complete Forms: W-2, W-3, 1099 & 1096(Annually), EDD DE-6(Quarterly) and DE34(Monthly).
- Administer part time employee 457 pension plan.
- Maintain Amortization and Prepaid Schedules.
- Research funding for capital improvement planning and new recreational facilities, manage capital funding, track expenditures and review grant reports for accuracy.
- Analyze and recommend changes in fiscal policies and present to the Board of Directors for adoption.
- Coordinate and assist independent Auditors during the annual audit and throughout the year.
- Complete the annual CAPRI Worker's Compensation Questionnaire.
- File the Compensation Report with the State Controller's Office on an annual basis.
- Apply for reimbursement from the State for the Open Meeting Act/Brown Act Reform Program 219.
- Supervise the preparation and delivery of the monthly board meeting packets, attend board meetings, prepare and present staff reports and other necessary correspondence, represent the division on various board committees, and maintain the Master Work program.
- Oversee and make recommendations regarding District management information systems and computer hardware and software needs.
- Coordinate the District's business management functions, acting as liaison with Board members, co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.
- Attend and participate in professional group meetings and conferences to stay abreast of new trends and innovations in the field of Finance and work close with other government agencies.
- Implement and maintain ongoing training programs to enhance individual development in customer service, program knowledge, interpersonal and technical skills.
- Establish and maintain an open and effective system of communication throughout the District.



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QUALIFICATIONS: 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.

- Thorough knowledge of: generally accepted accounting principles, practices and standards; financial and operational auditing standards and techniques; policy and procedure development techniques; principles and practices of supervision, management; and public administration; project management techniques; the application of automated systems for financial reporting and accounting/auditing purposes; principles of cost/benefit analysis; fiscal monitoring and control mechanisms; budgeting methods and techniques; rules and regulations that apply to government accounting/auditing practices, procedures and standards.
- Ability to: plan, organize, supervise the work of professional and technical fiscal staff; analyze and evaluate administrative and abstract accounting/auditing concepts and procedures; devise new or revised policies and procedures to adapt to internal and external policy changes or legal mandates; manage the production of various comprehensive reports; make public presentations; exercise sound judgment in sensitive situations, and establish and maintain effective working relationships with others.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration or related field with minimum of four (4) years of progressive experience, including four (4) years of supervisory and administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.