

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ADMINISTRATIVE SERVICES MANAGER

Department: Administration

Pay Grade: F112

FLSA Status: Exempt

JOB SUMMARY

Supervise the all-customer service activities for the District. Collect information for accident reports, work with auditors on annual audit reports, review all financial information from all departments, maintain list of capital assets, and other duties as needed. Responsibilities include 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 JOB FUNCTIONS

- 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.
- Ensure all documents are prepared and submitted to the appropriate external agencies in a timely manner.
- 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, and purchasing; maintain general ledger, protect financial security by following internal accounting controls, and report employee counts to the US Department of Labor on a monthly basis.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP).
- 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, coworkers, 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 closely 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.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business, finance, communications, public administration or related field with minimum of four (4) years of progressive experience in supervisory and administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, 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.

Knowledge, Skills, and Abilities:

- 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.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- 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 multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date