



# Administrative Services Manager

Class Code:  
MEG

Bargaining Unit: Management

COUNTY OF SAN BENITO  
Established Date: Nov 1, 1999  
Revision Date: Oct 7, 2008

## DEFINITION:

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Under general direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative and staff management duties; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, organization, analysis, and presentation assignments; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a highly specialized Administrative Services Manager classification. Incumbents have responsibilities for the fiscal management, personnel administration, payroll, building and equipment maintenance, inventory control in one of the County's larger departments or agencies. Responsibilities also include overseeing, supervising, and performing a variety of administrative and staff management functions.

### REPORTS TO

Department Head, Assistant Department Head, or designee

### CLASSIFICATIONS SUPERVISED

Accountant I, II; Staff Services Analyst I, II; Office Clerical Supervisor; Office Assistant I, II, III; Account Clerk I, II, III.; and other Department technical or clerical support, depending upon the Department or Agency to which assigned.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff.

## EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Serves as chief fiscal support person for a larger County Department or Agency;  
Develops, maintains, and tracks Department budget and fiscal information;  
Maintains and tracks a variety of fiscal and budget control journals and records;  
Keeps Department/Agency management aware of budget and fiscal status, including expenditure levels and the need to adjust expenditures for specific programs and operational areas; may have responsibility

for the development, control, maintenance, and reporting for special grants and special funds;  
 Coordinates Department/Agency fiscal data and information with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government;  
 Provides supervision, training, coordination, scheduling, and work evaluations for assigned staff;  
 Serves as the Department/Agency Personnel Officer, coordinating recruitment efforts, conducting new employee orientations, and completing and submitting all personnel paperwork;  
 Completes and submits the Civil Rights Plan;  
 Investigates complaints as needed;  
 Completes Worker's Compensation paperwork as needed;  
 Trains, supervises and evaluates professional and administrative support staff; performs a wide variety of administrative and staff support functions;  
 May assist with long term planning and establishing of Department goals and performance objectives;  
 Coordinates and facilitates Department purchasing procedures;  
 Performs a variety of accounting work;  
 Works with and maintains computerized financial management systems;  
 Establishes and updates information retrieval systems;  
 Gathers, organizes, analyzes, and presents data and information for review and action by Department management;  
 Performs special projects;  
 Directs the development of a variety of reports  
 Other duties as assigned

### **TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst II.

OR

Two years of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendations and reports.

### **KNOWLEDGE OF/ABILITY TO:**

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.  
 Laws, rules, regulations, and policies affecting the financial operations and transactions of an assigned Department.  
 Government cost accounting and budgeting.  
 Principles of account classification.  
 Budget development and control.  
 Computerized financial management systems.  
 Purchasing methods and procedures.  
 Public personnel administration policies and procedures.  
 Applicable Federal and State laws, policies and procedures regarding Civil Rights issues and complaint investigation techniques.  
 Principles of work direction, work coordination, supervision, training, and work evaluation.

Ability to:

Plan, organize, develop, and coordinate fiscal and personnel administration functions for an assigned County Department/Agency.  
 Perform a variety of accounting and financial transaction work.  
 Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.  
 Provide supervision, work coordination, performance evaluations, and training for other staff.  
 Monitor and update fiscal records.  
 Prepare a variety of financial reports and statements.

Gather, organize, analyze, and present a variety of information.

Use a computerized financial management system.

Effectively represent an assigned County department/agency in contacts with other County staff, the public, and other government agencies.

Establish and maintain cooperative working relationships.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain a valid class C California Drivers License

May be required to pass a fingerprint/background investigation.