

## **DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES**

### Definition:

Under general direction, provides a wide variety of complex managerial, administrative and technical services over all aspects of the human resources programs, services and systems of the Agency and performs other related duties as required. Assists the Director of Administrative Services in managing and directing the department; plan, organize and supervise the day-to-day operations of the department as assigned by the Director; and provide highly complex staff assistance to the Director of Administrative Services and General Manager.

### Distinguishing Characteristics:

This is a mid-management, FLSA exempt, position requiring independent work with only general direction. Incumbents are expected to provide instruction, guidance, technical advice and direction to staff, department managers, General Manager and the Board of Directors. This position participates in the administration and coordination of all aspects of Agency labor relations including contract negotiations, administration of labor/management issues, memoranda of understanding, and personnel rules and regulations. Oversees continuity in contracts for human resource services performed by consultants, contractors, extra help and others. Incumbents exercise supervision over clerical and/or technical staff. The duties require prolonged sitting, as well as frequent visits to various work locations requiring walking, sometimes over uneven or steep terrain or slippery surfaces. Incumbents must be able to operate a motor vehicle. Requires occasional bending, stooping, twisting, reaching and climbing. Occasionally lifts up to 50 pounds

### Examples of Duties:

- assists in the development of short and long range plans;
- gathers, interprets and prepares data for studies, reports and recommendations;
- coordinates activities with other departments and agencies;
- designs and implements recruitment strategies including selection procedures;
- make presentations to management staff, General Manager, Board of Directors, employees, and others as assigned;
- assist in the preparation of the annual budget;
- maintain and manage assigned budgetary responsibilities throughout the year;
- review and evaluate program activities and services to determine how well they meet the needs of the Agency;
- conduct investigations, audits, compensation and classification studies;
- may serve as the Department Manager in his/her absence;
- applies appropriate regulations and laws;
- conducts interviews;

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- gathers data on a variety of administrative and managerial issues including labor relations, risk management, information systems, benefit administration and performance standards;
- analyzes data and recommends appropriate actions;
- investigates and responds to inquiries and complaints;
- maintains records;
- prepares correspondence and reports;
- prepares periodic management reports on labor relations, human resources, insurance, safety or other administrative issues;
- recommends changes to procedures or regulations;
- coordinates the update of electronic media information;
- confers with staff and implements smooth transition to new systems or procedures;
- reviews and stays current in new laws or administrative rules and requirements;
- negotiates and recommends changes in contractual arrangements of pension plans, insurance, safety training, or other services;
- develops and implements training programs on a variety of issues including human resources, information technology, safety or risk management areas;
- serves on committees;
- provides management guidance and staff support to committees;
- perform related duties as required.

### Qualifications:

### Knowledge of:

- the principles and practices of modern public administration;
- modern records management and techniques;
- public risk management and loss control principles and practices;
- working knowledge of contracts and legal agreements;
- methods and techniques of investigations;
- interviewing techniques;
- pertinent local, federal and state laws and ordinances and rules;
- principles of industrial and vehicular safety and human resource administration;
- benefit and payroll administration;
- methods of training and development;
- basic accounting principles;
- English usage in business and government practice;
- personal computer operation and intranet and internet resources;
- use of personal computer and common word processing and spreadsheet

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software, Internet applications, calculator, photographic/video equipment and automobile.

### Ability to:

- compile and analyze information regarding existing procedures;
- express ideas clearly and concisely in oral and written communications;
- analyze problems and adopt appropriate courses of action;
- adapt with flexibility to change;
- work with and control sensitive, confidential information;
- establish and maintain effective working relationships with others;
- train others in safety and safe working relationships with others;
- supervise staff and evaluate work;
- prepare and administer an annual budget;
- maintain efficient and effective risk management systems and procedures;
- analyze risks and exposures and recommend appropriate actions;
- comprehend and interpret complex regulations, laws and guidelines;
- develop and maintain effective safety programs and procedures;
- function independently with little direct supervision;
- negotiate with vendors, service providers and labor representatives;
- maintain accurate and complete records and correspondence;
- conduct effective interviews, inspections, investigations and audits in compliance with federal and state regulations, laws and guidelines.

### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements of a bachelor's degree from an accredited college or university in Human Resources, Public or Business Administration or Information Systems; and two (2) years experience in risk and safety management, public administration, human resources or information systems, including recruitment, exams, classification, payroll and benefit administration, and collective bargaining, or an equivalent combination of education and experience.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.