



7500 Schmidt Lane
El Cerrito, CA 94530
(510) 524-4668

Approved By: District Manager
Date: 8/23/2018

JOB DESCRIPTION

ADMINISTRATIVE SUPERVISOR

DEFINITION

Under general supervision of the District Manager. The Administrative Supervisor organizes and performs a variety of highly responsible, confidential and complex administrative and secretarial duties for the District Manager and District staff. Responsible for administration, hiring and related matters. Variety of financial and recordkeeping duties, including payroll, accounts payable, accounts receivable, human resources and financial statements of the District. Greets and directs customers, answers telephones, researches miscellaneous needs.

SUPERVISION EXERCISED

Directly supervises staff in the Administration department. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring and training employee; planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

IMPORTANT AND ESSENTIAL DUTIES

- Process and act as lead person for accounts payable, and process purchase orders and encumbrances.
- Perform all phases of payroll processing, reconciliation, including payroll deductions, health and welfare benefits payments and remittances.
- Perform month-end financial reporting and day-to-day management of the District's computerized accounting system.
- Prepare and maintain all documentation required by Federal and State Laws pertaining to personnel issues.
- Perform customer service functions including greeting the public and handling customer inquiries and request, answering telephones, routing callers and relaying messages, and recording and dispatching crews to service calls.
- Direct the records retention program.
- Develop and coordinate operating procedures, policies and manuals.
- Plan, organize, coordinate and administer all District functions and activities either directly or through staff.
- Supervise and evaluate performance of assigned staff.
- Prepare personnel rules, policies and procedures; provide interpretations and information to District personnel and other interested parties.
- Provide information and assistance to employees and retirees concerning District benefit programs and policies.
- Administer group insurance and other employee benefit programs; coordinate plan administration with consulting firms.
- Compose and produce confidential documents, business correspondence, and documentation related to personnel investigations. Serve as business resource for District Manager and Supervisors.
- Coordinate the planning, development and implementation of the recruitment and selection process to obtain qualified candidates; develop job announcements, advertisements, supplemental and interview questions for oral examinations; administer a variety of tests and uses other selection tools to determine the qualifications of job applicants; review and screen job applications; analyze test data; arrange appraisal panels; establish eligibility lists.
- Prepare 1099-Misc and sales tax forms and other tax return documents.
- Perform data entry of General Ledger, Accounts Receivable, Accounts Payable, Cash Receipts, Budget, and Project Grant systems into the computerized accounting system.
- Prepare financial, statistical, budgetary and analytical studies, statements, and reports.
- Process accounts receivable, including invoices, credits, refunds, and monthly reconciliations.
- Maintain proper property records including annual depreciations, additions, deletions, reclassifications, and physical inventory of all the District's fixed assets.
- Update, maintain and prepare Service Call and Overflow Reports.
- Perform other related duties as required.

OTHER JOB RELATED DUTIES

- File State and Federal Reports.
- Backup Administration Staff
- Ability to, in English, effectively presents information and respond to questions in person and on the telephone.
- Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner.
- Ability to accept constructive criticism from co-workers and subordinate employees.
- Ability to recognize the need for assistance or clarification, and the ability to seek such assistance or clarification as needed.
- Ability to work independently as needed and handle work-related stress in a professional manner.
- Ability to prioritize assignments and meet deadlines.
- Prepare and/or review technical reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices and materials used in collection system maintenance and repair.

Skill to:

- Communicate clearly and concisely, both orally and in writing.
- Operate a motor vehicle safely.

Ability to:

- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Read, understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION GUIDELINES

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

Experience: Three (3) years of responsible office administrative, secretarial and/or general clerical experience. Experience with bookkeeping tasks, payroll and accounts payable is desirable but not required.

Education: High school diploma or equivalent.

Licenses and Certifications: Valid California class "C" driver's license and compliance with Stege driving standards. Continued maintenance of the valid Class C California Driver's License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally move and position objects, such as full storage boxes, weighing up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to normal weather conditions. In addition, employees are occasionally exposed to power and noise producing tools and equipment, drive motorized vehicles and work in heavy traffic conditions. The noise level in the work environment can be loud.