

# **ADMINISTRATIVE SERVICES MANAGER**

## GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for all administrative functions necessary for the Sanitary District to operate in accordance with applicable regulations and in an organized, effective and efficient manner. This position provides assistance to all District staff and the Board of Directors. Work is performed under the direction of the District Manager, but is carried out with a high degree of independent judgment in accomplishing the work and developing new programs and is held accountable for results.

## EXAMPLES OF DUTIES TO BE PERFORMED

1. Serves as District Benefits Coordinator, District Substance Abuse Designated Representative, District Human Resources Coordinator, including, but not limited to, employee health insurance, new hire screening and orientation, employee conflict resolution, immunizations, drug testing program, Commercial Driver's License (CDL) requirements, personnel transactions, and workman's compensation claims.
2. Directs and oversees the work of Administrative Services staff.
3. Responsible for all section personnel issues including hiring, evaluating, disciplining, and terminating.
4. Oversees operation of computer network system and arranges for maintenance and repair when required. Performs staff training in use of hardware and software.
5. Oversees District payroll including payment of taxes and payroll encumbrances and all quarterly and annual reports, including W-2 and W-3 forms.
6. Maintains all District personnel records.
7. Maintains and updates OSHA's Summary of Work-Related Injuries postings.
8. Oversees District safety program.
9. Oversees billing and collection of all District fees, including database and customer account management.
10. Oversees the collections of insufficient funds and delinquent accounts, including filing and recording of liens.
11. Oversees monthly reclaimed water billing, reporting, and payment of collected sales tax.
12. Oversees accounts payable and accounts receivable including all journal entries, invoicing, deposits, and associated reports.
13. Responsible for all banking, including acting as liaison to Maricopa County Treasurer, wire transfers and fund transfers.

14. Responsible for reviewing and approving general ledger coding of all purchases, approving and signing all accounts payable warrants.
15. Assists District CPA with research projects, preparation of month-end and year-end reports, and audit preparation.
16. Oversees preparation of monthly reports, such as utility and fuel usage.
17. Assists other sections with projects and any necessary reporting.
18. Serves as System Administrator for phone system. Maintains and manages phone system.
19. Oversees the maintenance of sewer tap work order logs and preparation of any reports or permits for the Town of Fountain Hills.
20. Oversees the maintenance and tracking of inspections and preparation of necessary reports and correspondence.
21. Oversees the coordination of blue stake requests by Collection System Operations with Arizona Blue Stake.
22. Oversees the encroachment permit and abandonment request process.
23. Oversees the production of District brochures and maintenance of web site.
24. Oversees response to requests for legal descriptions, addresses, and parcel numbers.
25. Oversees records management.
26. Works on special projects with District Manager.
27. Performs general customer service work.
28. Processes orders for office supply and building maintenance supply inventories.
29. Prepares and develops standard forms.
30. Maintains and updates District Rules and Regulations, District Policy Manual, Employee Handbook and Office Operating Procedures manual.
31. Oversees training of office staff.
32. Other tasks as assigned by District Manager.

#### REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of Equal Employment Opportunity (EEO)/Affirmative Action, Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA) regulations and other Federal, state, and local laws, rules, and regulations.

2. Knowledge of and ability to apply principles of sound management and budget.
3. Knowledge of computers, computer systems, and networks.
4. Overall knowledge of various software applications.
5. Knowledge of general office and accounting principles and procedures.
6. Ability to handle personnel issues.
7. Strong customer service skills.
8. Strong organizational skills and ability to prioritize.
9. Ability to concurrently execute multiple tasks.
10. Ability to make sound decisions.
11. Ability to understand and follow oral and written instructions.
12. In addition to computers, ability to operate other office machines.
13. Ability to communicate with public in a pleasant manner under adverse circumstances.
14. Knowledge of District functions.
15. Knowledge of and ability to apply policies and procedures of the District.
16. Knowledge of permitting process and rate and fee schedule.
17. General knowledge of required safety programs.
18. Ability to read plat maps and sewer atlas.

#### REQUIRED TRAINING AND EXPERIENCE

This position requires a minimum of ten years general office/accounting experience, five years human resource experience, five years hands-on experience with computer systems and networks and an overall knowledge of various software applications, and five years supervisory experience. Other combinations of education and experience will be considered.

#### ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. This position requires the use of District vehicles for business. Use of a personal vehicle for District business is prohibited if the employee is not authorized to do so. The incumbent must possess a valid AZ driver's license with a good driving record.

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