

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Administrator, Management Services**

**Division:** Management Services

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### **Summary:**

Under administrative direction, plans, organizes, and directs the Management Services Division; directs the development and maintenance of centralized administrative and support service functions, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Prepares and administers the division budget, and coordinates the preparation and administration of the District budget.
- Analyzes and recommends changes in fiscal policies and procedures, and supervises accounting, accounts payable, payroll processing, inventory and purchasing.
- Directs and administers District personnel activities including employee relations, collective bargaining, the recruitment and selection process, workers' compensation, safety, benefits administration, and compensation.
- Coordinates the District's business management functions, acting as liaison/representative in meetings with employee organizations, other government agencies, and community groups.
- Oversees and makes recommendations regarding District management information systems and computer needs.
- Consults with and advises division administrators and other employees regarding administrative system requirements, policies and procedures, and resolution of specific problems.
- Administers the risk management, insurance, investment, and cash flow management programs.
- Supervises and reviews the preparation, analysis, and control of District expenditures, and the purchasing and contracting for goods and services.
- Selects, supervises, trains, and evaluates professional and clerical staff.
- Designs and prepares analyses for management information systems for a wide variety of District applications.

### **Other Duties and Responsibilities:**

- May be required to drive District or personal vehicle to participate in meetings or other activities.
- Performs related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Bachelor's Degree with emphasis in Public Administration, fiscal management, or a closely related field; five (5) years increasingly responsible management/supervisory experience in local government administration, budget preparation and control, fiscal management, general administrative systems and procedures or personnel administration; or an equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, government agencies and the public.

**Math Ability:**

Ability to work with mathematical concepts such as probability, statistical inference and accounting principles. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**Certificates and Licenses:**

California Driver's License

**Supervisory Responsibilities:**

This position directly supervises approximately three (3) positions including two (2) subordinate supervisors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

While performing the essential functions of this job the employee is not generally exposed to any hazardous conditions in the environment. The noise level in the environment is moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; sit and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee is occasionally required to lift up to 50 pounds. The vision requirements include close vision; distance vision; color vision, and the ability to adjust focus.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Administrator, Management Services  
JD1002 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*