

**CLASS TITLE: ADMINISTRATIVE SERVICES MANAGER**  
**Salaried Exempt**  
**Department: Administration**  
**Supervisor: District Administrator**  
**Supervises: Administrative Analyst, Administrative Services Clerk**

**DEFINITION**

Under general direction of the District Administrator, the Administrative Services Manager manages the operation of the financial and personnel affairs of the District, including accounting, payroll, insurance, personnel, administrative support, and the benefits program; exercises considerable judgment in directing financial concerns; serves as advisor to the District Administrator and the Advisory Board in matters dealing with District financial and personnel management. The Administrative Services Manager assists the District Administrator as required; and may act on behalf of the District Administrator in his/her absence.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Human Resources**

- Provide leadership and supervision to the Administrative Services Clerk and other positions assigned to the section, ensuring the efficient and effective performance of HR operations.
- Serve as the general point of contact both internally and externally for all Human Resource services.
- Develop, implement, and update HR policies and procedures in compliance with relevant laws and regulations. Annually reviewing the Personnel Handbook.
- Prepare and review job descriptions to ensure accuracy and compliance with organizational needs.
- Conduct HR investigations related to personnel actions, CA Civil Rights Department (CRD), and State Unemployment (SUI) claims.
- Coordinate Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and California Family Rights Act (CFRA) leave requests.
- Process and manage reasonable accommodation requests.
- Serve as the Health Insurance Portability and Accountability Act and Privacy (HIPPA) Compliance Officer, ensuring adherence to privacy regulations.
- Manage BambooHR system, including data input, onboarding processes, and reporting.
- Conduct onboarding for Regular Full-Time (RFT) and Regular Part-Time (RPT) staff, including orientation sessions.
- Manage the Pull-Notice Program, Department of Justice/Federal Bureau of Investigations (DOJ/FBI), Drug Screen and Health Screen Records.
- Administer employee benefits programs and ensure compliance with regulations.

- Review and sign off on payroll processes.
- Oversee HR records management, ensuring accuracy and compliance.
- Manage pre-employment user set-up, computers, internet, software, and cell phones for new hires.
- Serve as District liaison for any Workers' Comp claims, coordinating between CAPRI, the employee, and any other external parties.

## **Finance**

- Supervise and provide leadership to the Administrative Analyst and other staff in the Finance Section, ensuring efficient and effective performance.
- Serve as an internal and external point of contact for Finance services.
- Management of timely production, distribution, and filing of all financial reports.
- Prepare and manage budgets, including Capital Improvement Program (CIP) funding.
- Oversee the financial aspects of GO Bonds, including financial and disclosure reporting, procurement, and issuance.
- Oversight of restricted funds including grants and donations.
- Lead the organization through independent, county, and state audits.
- Ensure compliance with audit requirements and address audit findings.
- Manage Asset Under Construction (AUC) and create necessary forms.
- Oversee District Asset external reporting and management including land, buildings, structural improvements, lease improvements, and equipment.
- Serve as a co-signer on bank holding accounts.
- Prepare and manage contracts, leases, Facility Use Agreements (FUAs), and service agreements.

## **Additional District Duties**

- Attend Advisory Board and other meetings providing an overview of Human Resources and Finance for the District; oversight of agendas, minutes, and recordkeeping of District meetings.
- Ensure compliance with record-keeping requirements, oversight of general record storage both of digital and physical files.
- Set up and coordinate Districtwide training programs for staff, including monitoring online trainings, coordinating offsite seminars, and delivering in-person training as required.
- Serve as the Insurance Coordinator reviewing all Certificate of Insurance requests and annual updates to District COI.
- Serve as Safety Officer for the District, including annual review of policies and quarterly Safety Committee meetings.

- Handle California Recreation for Park and Recreation Insurance (CAPRI) questionnaires, reports, and claims for employee injuries and property losses.
- Coordination of IT projects with external vendors, including computers, Microsoft Suite, and copy machines.
- Manage the "District Governance" pages on the CRPD website.

## **QUALIFICATIONS**

- Strong leadership and supervisory skills.
- Knowledge of HR policies, regulations, and compliance requirements.
- Knowledge of Financial policies, regulations, and compliance requirements.
- Advanced experience with Microsoft Office and Adobe.
- Experience with Human Resources Information Systems (HRIS), particularly BambooHR.
- Excellent communication and interpersonal skills with a proven ability to establish and maintain effective working relationships.
- Plan, initiate and complete projects and assignments with minimal direction.
- Adjust to rapidly shifting priorities and timelines; and meet multiple deadlines.
- Collect and analyze and interpret HR data and make sound recommendations.
- Prepare comprehensive, clear, and accurate oral and written reports.
- Analyze problems, identify, and evaluate solution options, develop and implement sound recommendations that support project and/or District goals.
- Interpret and apply District policies, procedures, rules, and regulations.

## **EXPERIENCE AND EDUCATION**

Bachelor's degree in Human Resources, Business Administration, or a related field. Qualifying experience may be substituted for the required education on a year-for-year basis. Two years of experience in management roles focused on Human Resources, Finance, or a combination of both.

## **SPECIAL QUALIFICATIONS**

Applicant must possess a valid California Driver's License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

## **WORKING CONDITIONS**

Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.

Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.