



DIRECTOR OF ADMINISTRATION

FLSA Status: Exempt

Bargaining Unit: Unrepresented

Adopted: February 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under administrative direction, plans, organizes, directs and coordinates the overall administrative, business and fiscal functions and operations of the San Mateo County Harbor District (District), including finance, human resources, purchasing, information technology, risk management, contract management, public information, grant management, and real property management; performs complex management and technical duties; assures compliance with state and federal regulations and District policies and procedures.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Plans, organizes, coordinates, administers and directs the administrative, business and fiscal operations for the District; provides confidential support and advice to the General Manager, and other District staff on finance, human resources, purchasing, information technology, risk management, contract management, public information, grant management and real property management issues.
- Selects, trains, supervises, evaluates, mentors and disciplines staff. Manages the daily activities of assigned staff; plans, prioritizes, and assigns tasks and projects.
- Develops and provides effective customer service standards and ensures the timeliness of service delivery; responds to citizen complaints and inquiries.
- Exercises independent judgment within broad policy guidelines; interprets concerns, defines desired results, and determines scope and priorities of programs and projects; coordinates special projects and administrative issues with District staff; explains and interprets District programs, policies, and activities.
- Prepares annual budget, monitors expenditures, and reviews financial reports; oversees annual audit process; manages fiscal policies, and assures effectiveness of financial controls.
- Oversees all activities related to the District's accounting function, including the accounting system, payroll, accounts payable, processing and issuance of checks and warrants, and cash receipts.
- Oversees all personnel and human resources functions and transactions, including recruitment, selection, evaluation, salary and benefits and other terms and conditions of employment; represents the District in labor relations matters, including the meet-and-confer process, grievances, and related matters.

- Oversees risk management; ensures compliance with applicable federal and state laws, regulations, municipal and other codes and ordinances; working with the Director of Operations, provides for the training of staff in risk management practices and procedures.
- Oversees the property management functions for publicly owned, leased waterfront land and facilities.
- Oversees the Information Technology function, including the purchase and implementation of new computer hardware and software, the management of all computer servers, and ensuring the security of the District's IT system.
- Prepares and reviews reports and technical documents for the Harbor Commission; develops and updates policies and procedures.
- Recommends policies, procedures and programs to meet changing administrative needs.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information.
- Coordinates or conducts complex and sensitive administrative, operational and management analyses.
- Builds and maintains positive working relationships with co-workers, other District employees, elected officials, contractors, and the public using principles of good customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as required or assigned.

QUALIFICATIONS

Knowledge of:

- District organization, operations, policies and procedures, political environment and compliance standards.
- State and federal rules and regulations related to areas of responsibility.
- Principles and practices of public sector administrative management, including legal, ethical and professional rules of conduct, supervision, personnel rules, performance management, procurement, contracting, and project management.
- Governmental budgeting principles and terminology, fund accounting, financial analysis and financial forecasting tools and techniques.
- Principles, practices and techniques of human resources management in a public agency setting, including recruitment, selection, equal employment opportunity and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee relations, including the interpretation of laws, regulations, policies and procedures.
- Basic terminology, methods, techniques and practices of the operation and maintenance of network and personal computer hardware and software, including word processing, spreadsheet, database, and graphics applications.
- Techniques and practices for efficient and cost effective management of resources.
- Principles of record keeping, public records, contracts management, and records management.
- Professional standards for business correspondence and meeting minutes.
- Customer service standards and protocols.

Ability to:

- Interpret, apply, and explain administrative and accounting standards and procedures, applicable federal and state rules and regulations, and District policies and procedures.
- Select, train, supervise, evaluate, mentor and discipline staff.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs and administrative activities.
- Effectively conduct negotiations and represent the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Monitor and interpret financial documents, and assure compliance with regulatory requirements.
- Review interrelated financial and technical records, and identify and reconcile errors.
- Evaluate workflow, and assess and prioritize multiple tasks, projects and demands.
- Effectively communicate to diverse audiences in verbal and written English; prepare and use appropriate, user-friendly visual and written materials; make public presentations.
- Review reports and correspondence quickly and accurately.
- Maintain confidentiality.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree with major course work in accounting, finance, economics, business or public administration or a closely related field. A master's degree is desirable. Degrees and college units must be obtained from an accredited college or university. Course from non-accredited institutions will not be considered for this requirement.

Experience:

Five (5) years of professional-level experience administering a complex organization, including preparing and analyzing major operational and/or capital improvement budgets and exercising fiscal controls, overseeing human resource and information technology functions. Two of the five years must have included supervisory responsibilities.

LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.

PHYSICAL DEMANDS:

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for long periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on both a computer keyboard and 10-key adding machine.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

WORKING ENVIRONMENT:

Work is performed indoors in a carpeted and air-conditioned office environment with natural and fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meeting. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.