

San Mateo County Harbor District Class Specification
Bargaining Unit: Unrepresented
FLSA Status: Exempt
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DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under administrative direction, plans, organizes, and directs the functions, programs, and activities of the Administrative Services Department, including finance, human resources, purchasing, information technology, risk management, contract management, public information, grant management, and real property management; recommends and implements departmental policies, goals, and objectives; provides highly responsible and confidential assistance to the General Manager and Board of Commissioners in areas of expertise; performs complex management, analytical, and technical duties; ensures compliance with state and federal regulations and District policies and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District's General Manager. Exercises supervision over management, professional, paraprofessional, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all functions and activities of the Administrative Services Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the General Manager in a variety of administrative and analytical capacities. Successful performance of the work requires knowledge of District functions and activities, including the role of the Board of Commissioners, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all of the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Plans, organizes, and directs the functions and activities of the Administrative Services Department, including finance, human resources, purchasing, information technology, risk management, contract management, public information, grant management, and real property management issues.
- Provides confidential support and advice to the General Manager, Board of Commissioners, and District staff.

- Selects, trains, supervises, evaluates, mentors, and disciplines staff.
- Oversees, reviews, and participates in complex and sensitive administrative, operational, and management analyses, studies, and investigations; develops and reviews reports of findings, alternatives, and recommendations; develops and implements improvements, initiatives, goals, and objectives.
- Develops and implements effective customer service standards; responds to citizen complaints and inquiries when elevated.
- Prepares and reviews reports and technical documents; attends and presents at board and committee meetings.
- Recommends, prepares, updates, and implements policies, procedures, and programs to meet changing administrative needs and in support of changing legal requirements.
- Oversees and participates in the preparation of the District's annual budget, monitors expenditures, and reviews financial reports; oversees annual audit process, manages fiscal policies, and ensures effectiveness of financial controls.
- Oversees the District's accounting function, including accounts payable, accounts receivable, payroll, and the accounting system.
- Oversees the human resources function, including recruitment, selection, evaluation, salary, benefits, and other terms and conditions of employment; represents the District in labor relations matters, including the meet-and-confer process, grievances, negotiations, and related matters.
- Oversees the risk management function; ensures compliance with applicable federal, state, and local laws, regulations, codes, and ordinances; works with the Director of Operations to provide for the training of staff in risk management practices and procedures.
- Oversees the information technology function, including the purchase and implementation of new computer hardware and software, the management of computer servers, and ensuring the security of the information technology system.
- Assists the General Manager with the real property management function for publicly owned, managed, or leased land and facilities.
- Performs related duties as assigned.

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

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- 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.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Principles and practices of governmental budgeting, fund accounting, financial analysis, and financial forecasting.
- Principles and practices 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.
- Principles of record keeping, public records, contracts management, and records management.
- Techniques for providing a high level of customer service by effectively interacting with the public, tenants, licensees, vendors, contractors, and District staff.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution.
- Research and reporting methods, techniques, and procedures.
- Principles and techniques for working with groups and fostering effective team interaction.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions, including computers and software programs relevant to work performed.

Ability to:

- Interpret, apply, and explain administrative and accounting standards and procedures; applicable federal, state, and local rules and regulations; and District policies and procedures.
- Select, train, supervise, evaluate, mentor, and discipline staff.
- Provide administrative, management, and professional leadership for assigned functions.
- Administer special projects with contractual agreements and ensure compliance with stipulations.
- Manage and administer a variety of administrative services programs and activities.
- Conduct negotiations and represent the District in meetings with governmental agencies, contractors, vendors, and various businesses and professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare and administer large and complex budgets.
- 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, interpret, and review financial and technical documents and records; ensure compliance with regulatory requirements; and identify and reconcile errors.
- Evaluate workflow and prioritize multiple tasks, projects, and demands.
- Effectively communicate with diverse audiences in oral 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.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, economics, business or public administration, or a closely related field. A master's degree is desirable.

and

Five (5) years of progressively responsible professional-level experience managing a variety of administrative functions (e.g., finance, human resources, and information technology) in a public sector agency, including three (3) years of supervisory experience.

Licenses and Certifications:

Possession of a California driver's license or other means that would allow travel to District locations, meetings, or trainings.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

- Mobility to work in a standard office setting and use standard office equipment, including a computer.
- Sit at a desk, and in meetings, on a continuous basis for long periods of time.
- Occasionally stand in work areas and walk between work areas.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate assigned equipment.
- Perform repetitive keystrokes on a computer keyboard.
- Perform simple gripping, grasping, and fine manipulation to write, use a computer mouse, and operate office equipment.
- Vision to read printed materials and a computer screen with a high degree of productivity and accuracy.
- Hearing and speech to communicate in person and over the telephone.
- Lift, carry, push, and pull materials and objects weighing up to 20 pounds.
- Occasionally bend, stoop, kneel, reach, twist, turn, push, and pull to use equipment or to retrieve and file information.
- Operate a motor vehicle to visit various District sites.

ENVIRONMENTAL CONDITIONS

- Work is performed in an indoor office environment with moderate noise levels, controlled temperature conditions, and natural and florescent lighting.
- Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meeting.
- Occasional exposure to dust, fumes, and/or allergens.
- Employees may interact with upset individuals when interpreting and enforcing departmental or District policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening