



Administrative Manager

Summary

Manage and coordinate diverse and highly complex professional, analytical and administrative support activities for the Public Works and Utilities Department; perform professional assignments such as contract administration, grant administration and program management; and serve as advisor to the department's management team.

Class Characteristics

General direction is provided by the Director of Public Works and Utilities. Responsibilities may include the indirect and direct supervision of professional, technical and administrative support personnel.

The Administrative Manager class is distinguished from the Management Analyst series by the difficulty and complexity of assigned duties, the supervision of professional staff, the managerial responsibility for the administrative services of the department, and the breadth of responsibility for assigned activities. The incumbent performs the full array of duties within the area of assignment, including complex analytical projects and providing staff support to department administration and city officials as well as working with a high degree of independence in interacting with all levels of city employees, managers, elected officials, community groups, other governmental agencies and the public. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and exercise high level decision-making authority.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Direct and coordinate the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, risk and liability management, capital improvements, and information technology operations.

Plans, organize and administer one or more specialized department programs, projects and activities including contract management for the Landscape Assessment District program, the airport lease and the marina lease; including establishing program goals and measurement standards, assuming full responsibility for program outcomes, advising on broad policy decisions for the programs and services provided, analyzing policies, legislation, rules and regulations to assess their impact on the City and the programs and functions within their scope, balancing fiscal priorities and resources within the program and participating in the development of the program budget.

Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise department director on

findings and methods of effective solutions; prepare written reports, including Council reports, and make presentations to various City groups and officials.

Oversee and monitor the contracting and active grant management processes including developing requests for proposals, selecting contractors, drafting contracts, and monitoring contractor work and the contract terms and conditions.

Procure and manage consultant planning and design contracts for public works and utilities projects.

Represents the department in negotiations with business owners, contractors, property owners or other jurisdictions with the ability to commit certain city resources to achieve work objectives.

Oversee the financial component of fleet management operations; use fleet management software to track resource and cost allocation and replacement schedule, prepare reports and maintain computerized records.

Prepare or supervise the preparation of and review grant proposals for various programs and projects of the department; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.

Coordinate all audits related to departmental or program operation and services; explain procedures to auditors and serves as reference for questions.

Plan, prioritize, and review the work of professional, technical and administrative support staff assigned to support daily operations of the department.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Plan, coordinate and/or conduct large and/or highly sensitive studies, analyses or projects and corresponding documentation and technical reports; make recommendations; prepare, edit and/or critically evaluate Council agenda reports prepared by department personnel.

Provide highly responsible analytical assistance in the research, evaluation, and preparation of complex statistical, financial, demographic and operational data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area; maintain and track key quality measures for assigned department.

Serve as liaison between outside organizations and the City; provide professional guidance and interpretation of City policies and procedures.

Develop and implement departmental strategic plans.

Participate in or direct the conduct of rate studies; revise and develop fees; negotiate and administer contracts and leases; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances.

Develop and analyze departmental policies, procedures and systems; recommend goals and objectives.

Prepare and submit regulatory reports.

Receive, research, and respond to the more complex and/or politically sensitive questions from outside agencies, other City departments and the general public.

Administrative Manager

Prepare, review and present staff reports and presentations at various venues including commissions, councils, boards, and other governmental meetings and professional, industry, and community groups; draft City Council documents; serve on various committees and task forces.

Coordinate Public Works and Utilities Department-wide trainings to ensure department employees adherence to City policies.

Select and manage consultants and contractors; develop and administer contracts.

Evaluate departmental, division and/or program operations and activities; measure performance; recommend improvements and modifications; prepare associated reports on operations and activities.

Represent departmental and City interests on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaint.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Manage diverse and complex programs and/or projects as assigned.

Coordinate program initiatives across departmental lines.

Perform difficult and complex analytical work, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Properly interpret and make decisions in accordance with laws, rules, and policies.

Supervise and conduct analytical studies and prepare analytical reports of both policy and administrative matters.

Analyze organizational and administrative problems; recommend and adopt an effective course of action.

Analyze systems, administrative and management practices and identify opportunities for improvement.

Research, analyze, resolve, and/or improve complex technical and administrative issues within assigned department.

Work with and maintain the confidentiality of information.

Independently perform the more complex professional analytical work in support of assigned department and programs.

Identify, research, and respond to complex and sensitive questions from other City departments, outside agencies and the public.

Prepare and present technical reports, requests for proposal, contracts and agreements.

Interpret, understand and apply City and department policies and procedures, local, state and federal regulations.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Analyze and present financial data, fiscal and actuarial reports.

Conduct, prepare and present special studies related to assigned operations.

Train and provide project direction.

Supervise, train and evaluate assigned staff.

Utilize sound judgment to make decisions in the course of work.

Operate a personal computer with a working knowledge of analytical spreadsheets, word processing, and related business software and equipment including intermediate or better skill level of Microsoft products.

Apply innovation to problem solving and adapt to new and changing circumstances.

Provide leadership when necessary to effect departmental goals.

Apply principles of teamwork.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work including maintaining an environment of productive customer service.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to: sit, stand and walk short distances; use a computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear in person and on a telephone. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision (for reading and working at a computer) and the ability to adjust focus. Employees typically work in an office environment where the noise level is moderate.

Qualifications

Knowledge of:

Principles and practices of organization and administration.

Principles and practices of municipal budget development, analysis and administration.

Principles, practices and procedures of technical report writing and statistical and graphical presentation methods.

Principles and procedures of financial record keeping and reporting.

Principles and practices of grant development and administration.

Programs, processes and structure of assigned department.

Administrative Manager

Principles of continuous process improvement and key quality measurement tracking.

Pertinent local, State and Federal laws, ordinances and rules and legislative and regulatory processes.

Principles of program, project and contract management.

Principles and practices of supervision.

Principles and practices of business writing.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a closely related field is required. A Master's degree in public administration is desirable.

Experience:

Four years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to area of assignment, including two years supervisory experience involving program management, preferably in a municipal government setting.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 10/18/21

Resolution #: 2021-170 N.C.S

Department: Public Works and Utilities

FLSA Status: Exempt