

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: ADMINISTRATIVE SERVICES MANAGER I  
ADMINISTRATIVE SERVICES MANAGER II**  
**DEPARTMENT: VARIOUS**  
**REPORTS TO: VARIOUS**  
**CIVIL SERVICE: YES**

**CLASS CODE: 0134**  
**CLASS CODE: 0135**  
**FLSA STATUS: EXEMPT: E**  
**DATE: 05/03 Rev. 2/07**  
**BARGAINING UNIT: MGT**

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**JOB SUMMARY:**

Under direction, plans, organizes and manages fiscal, administrative and support operations and staff of a department or a division within a large department; oversees and performs duties in support of budget development and management, grant administration, collections, accounting work, strategic planning, organizational oversight and policy development/implementation. Typically, there is only one Administrative Services Manager per department; however, a very large department with multiple divisions may allocate an Administrative Services Manager I level to more than one division. Not all County departments require an Administrative Services Manager.

**DISTINGUISHING CHARACTERISTICS**

The Administrative Services Manager series manages and performs work of considerable difficulty in the planning, coordinating, and directing of fiscal, administrative, and support operations of a County department or a division of a large department. The Administrative Services Manager series is distinguished from other management classes by its primary responsibility for managing, overseeing and performing advanced fiscal and support operations. Administrative Services Manager is further distinguished from Office Services Supervisor by its responsibility for managing the overall fiscal and administrative functions of a department or division of a large department which includes supervising subordinate supervisors, strategic planning, heavy involvement in, and greater responsibility for, budget development, implementation and tracking for the assigned division or department.

**Administrative Services Manager I**

Administrative Services Manager I manages and performs complex fiscal, administrative, and support operations duties in a department or division within a large department. Administrative Services Manager I is distinguished from the II level by its assignment to a division of a large department, or by the performance of less autonomous budget and administrative duties that have minimal impact on the assigned department's operations and overall strategy.

**Administrative Services Manager II**

Administrative Services Manager II manages and performs complex fiscal, administrative and support operations duties in a department. Administrative Services Manager II is distinguished from the I level by its assignment to serve a department and a higher level of budget and fiscal responsibility with a greater impact on the assigned department's operations and overall strategy.

**SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, supervisory and support staff.

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following:*

- Manages fiscal, administrative, and support services in accordance with policies, procedures, and applicable law in a department by planning, assigning and supervising professional, administrative and technical support staff and programs responsible for preparing and monitoring department budget, information technology systems, accounting functions, inventory, cash receipts, accounts receivable and payable, cost accounting, and payroll; reviews and approves financial reports; monitors progress in the achievement of established targets in order to meet departmental goals and objectives.
- Monitors and evaluates the efficiency/effectiveness of operational performance, methods of service delivery and procedures by reviewing workload and support systems to identify opportunities for improve-

ment; develops, recommends and implements modifications to programs, policies and procedures and/or new concepts and innovations in work processes to enhance operational efficiency.

- Selects, supervises, trains, and evaluates assigned personnel; provides for staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes materials for the preparation of reports; prepares work reports; completes surveys; relays and interprets administrative decisions, policies, and instructions.
- Establishes, reviews, revises and communicates policies to staff and other interested parties; ascertains the impact of new or revised policies and disseminates pertinent information to affected parties; assists in planning and implementing short-term or annual goals, objectives, and strategies for the department, projects, or programs, to ensure efficient organization and completion of work.
- Oversees department personnel and payroll functions, including approving personnel transactions.
- Directs the departmental budget process from initial development through review and implementation by coordinating budget activities of divisions/sections within the assigned department in order to forecast the need for additional funds for staffing, equipment, materials and supplies; maintains budgetary control by overseeing and approving expenditures, evaluating the need for augmentation and preparing/implementing budgetary adjustments to ensure adherence to the approved budget.
- Performs financial analysis and/or provides data at the request of the manager, other officials, and the public.
- Obtains financing for projects through grants; writes grant applications and monitors grant documents from initial application to the final reimbursement request to ensure that grant requirements (both reporting and operational) are met and monies are not forfeited.
- Serves as staff liaison to the County Board of Supervisors and Office of the County Administrator by effectively providing comprehensive information covering a variety of issues in various formats, public meetings, closed sessions and in writing; serves as information source to the public governmental agencies and county departments regarding the departmental operations.
- Determines departmental requirements for equipment, information systems, office space, supplies and related resources through needs assessment and coordinates their acquisition/installation and subsequent training for staff to ensure smooth and efficient operations.
- Prepares and/or assists in the preparation and/or negotiation of contracts, resolutions, and agenda summary forms.
- Ensures that assigned staff performs duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.
- Maintains and upgrades knowledge, skills and abilities by attending and participating in seminars, training programs and professional groups; stays abreast of new trends and innovations in the field by reading trade and professional journals and publications.
- Performs other related duties as assigned,

**MATERIAL AND EQUIPMENT USED:**

Calculator

General Office Equipment

Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience**

**Administrative Services Manager I**

A Bachelor's degree from an accredited college or university in finance, accounting, public administration or a closely related field, AND three years of responsible supervisory experience providing administrative support services including budget administration; or an equivalent combination of training and education.

**Administrative Services Manager II**

A Bachelor's degree from an accredited college or university in finance, accounting, public administration or a closely related field and, AND five years of responsible wide-ranging experience providing financial management and administrative support services including staff supervision and budget development; OR, two years of experience equivalent to that of an Administrative Services Manager I with Mendocino County; or and equivalent combination of training and education.

Substitution: Related experience may be substituted for up to two years of the education at a rate of two years of experience to one year of education.

**License or Certificate:**

Valid CA driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Administrative Services Manager I**

**Knowledge of:**

- Administrative and management principles and practices, including personnel administration, budget control, goal setting and implementation.
- Principles and practices of effective supervision and training.
- Governmental financial operations.
- Generally accepted accounting and budgeting principles as applied to governmental accounting.
- Computer applications and hardware related to the performance of the essential functions of the job.
- Department policies and procedures.
- Collective bargaining agreement provisions applicable to assigned staff.
- Personnel policies.
- Principles and practices of budget administration.
- Pertinent financial Federal, state and local laws, codes and regulations.
- Financial software packages, including spreadsheets and databases.
- Methods and techniques of research, statistical analysis and report presentation.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary

**Skill In:**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Preparing clear and concise reports, correspondence and other written materials.
- Managing and evaluating the operations and functions of the assigned department.
- Planning, organizing, assigning, directing reviewing, evaluating, selecting, motivating, and training staff.
- Developing and implementing, objectives and procedures for effective and efficient administrative, budget and support services.
- Analyzing problems, project consequences of proposed actions, identify alternative solutions, and implement recommendations in support of goals and objectives, including the provision of efficient and cost-effective services.
- Administering annual budgets, including monitoring and approving expenditures; preparing and implementing budgetary adjustments, as necessary.
- Writing clear and concise narrative and financial reports.
- Interpreting and applying pertinent policies, procedures, laws, codes and regulations.
- Using a computer to accurately and rapidly enter and retrieve data and information.

**Mental and Physical Ability to:**

- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Operate modern office equipment including computer equipment and financial software.
- Communicate in a clear concise manner, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read, analyze, and interpret professional periodicals and journals, technical procedures and government regulations.
- Apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 20 pounds.

**Administrative Services Manager II**—(in addition to the qualifications for Administrative Services Manager I)

**Knowledge of:**

- Principles of organizational development.
- Principles and practices of grant administration.
- Financial management practices and standards used in the public sector.

**Skill In:**

- Evaluating and organizing the operations and functions of the assigned department.
- Developing and preparing complex annual budgets, including forecast revenues and expenses; allocate limited resources in a cost effective manner.
- Completing grant applications and monitoring the flow of grant documents from initial application to the final reimbursement request.
- Researching, analyzing and evaluating new service delivery methods, procedures and techniques.
- Designing and delivering effective presentations of budgets, plans, policies and objectives to boards, commissions, public groups and civic organizations, tailoring the message for the targeted audience.

**Working Conditions:**

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- Incumbents must have the ability to travel to different sites and locations.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.