



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## MANAGER OF ADMINISTRATIVE SERVICES

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 70 <b>Job #:</b> Z39
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### JOB SUMMARY

Directs through subordinate managers, a section composed of multiple units responsible for providing a range of administrative services for Metropolitan such as contracting, procurement, inventory management, Metropolitan warehouses, investment recovery, graphics, videography, photography, reprographics, technical writing, records management, e-forms development, and rideshare. May also direct headquarter facilities services.

### OVERSIGHT

**Supervision Received:** Receives administrative direction from the Assistant Group or Group Manager.

**Supervision Given:** Manages and supervises a staff of managers and professionals.

### JOB DUTIES

1. Provides leadership to section staff; promotes an adaptive, team-oriented and productive work environment; and leads the development and implementation of the section's business plan, policies, programs and strategies.
2. Plans, organizes, coordinates, controls, and evaluates the work activities of the section's subordinate units. Evaluates work in terms of fulfillment of section objectives, as well as potential impact on broader Metropolitan policy objectives and program goals.
3. Identifies, evaluates, and understands the application of technologies and industry best practices; initiates and oversees business program improvements; and recommends changes to Metropolitan policies and procedures and the Administrative Code as appropriate.
4. Directs section budget formulation and execution and develops strategies to deal with changing financial conditions.
5. Directs the preparation of board letters and reports for and makes presentations to executive management, the Board of Directors, and other audiences.
6. Analyzes highly complex operational, financial, program, and other issues and makes recommendations on appropriate courses of action; and develops options and positions that meet objectives and best balance the interests of various stakeholders.
7. Oversees headquarters Emergency Response and coordination with Emergency Operations Center.
8. Will represent the Group at the executive level in the collective bargaining process with bargaining units, including but not limited to the formulation of District-wide negotiation strategy, and decision-making impacting the negotiations. Will also serve as the Group's liaison

with Human Resources on confidential personnel matters, including disciplinary actions and grievances.

9. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

**Required Knowledge of:** Current principles and practices of public and business administration including budgeting and fiscal administration, strategic and program planning, and policy development. Information Technology systems and applications; external business practices and trends relevant to functions managed by this position; working knowledge of public sector contracting; public sector personnel practices and regulations; management and supervisory concepts and techniques; team building; relevant federal, state, and local laws; negotiation techniques; project management; and customer relationship management.

**Required Skills and Abilities to:** Manage a large multi-function section and develop business plans and long-range strategies that meet organizational objectives and contribute to the overall goals and mission of Metropolitan. Oversee a multi-million dollar operating budget. Successfully manage large-scale projects having organization-wide impact. Evaluate, modify, and introduce business programs, procedures, and systems to ensure responsive, professional, and cost efficient services to customers. Analyze complex policies and operations and formulate recommendations. Manage a diverse work force; promote collaboration and teamwork; and mentor, develop, and motivate staff. Effectively communicate complex and/or sensitive issues orally and in writing. Prepare and deliver presentations for executive management, Board of Directors, and member agencies. Represent Metropolitan to public and private agencies and the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, and the public; and negotiate and build consensus.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

Job Title: Manager of Administrative Services

Job Code: Z39

Adopted: 12/05/11

Revised: 12/09/12

Supersedes: 12/05/11

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Working knowledge of facility and inventory management; and document management theories, practices, and technologies.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** Very light

**Work Environment:** Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.