

## **JOB DESCRIPTION – Administration Manager**

Department: Administration Management  
Reports to: Board of Directors  
Employee Status: Full- time/Hourly/Benefits/Retirement

### **COMPANY OVERVIEW**

Murphys Sanitary District, (MSD) provides sewer collection and treatment services to residential and commercial businesses within the MSD boundaries. MSD was organized in 1959 under Division VI of the California Health and Safety Code. The District covers an area of approximately 4 square miles and has a population of approximately 2,200 people.

MSD is considered a Special District with a governing board consisting of five Directors. The District has two employees, the Administration Manager and the WWTP Operations Manager-CPO. These two managers' report to the Board and are responsible for the day to day operations of the District.

### **SUMMARY ADMINISTRATION MANAGER**

Reporting to the Board of Directors, this position is one of two District managers. This position plans, directs, manages, and oversees the activities and operations of the District's Administrative Functions, Finance and District activities between operations, administration, consultants and other agencies. Coordinates support services to field operations. Working with the WWTP Operations Manager, develops and organizes the operation services and responsibilities that allow for efficient operation.

The Administration Manager provides research, recommendations and other information and support for the development of the District, its services, projects, and policies. The Administration Manager provides administrative support, to the District and the Board of Directors. This position is responsible for ensuring all District Policies and programs are followed as developed by the MSD Board of Directors.

### **Essential Duties**

- Ensure the smooth and adequate flow of information within the District to facilitate business operations
- Manage schedules and deadlines
- Assume management responsibility for all Administration and Finance of the District and activities including personnel, accounting, customer relations, purchasing, contracts, grant administration, risk management, and information management.
- Manage the development and implementation of district goals, objectives, and priorities; recommend and administer policies and procedures.
- Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

- Plan, direct, and coordinate the Administration and Finance Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies;
- Establish, administer, and participate with WWTP Operations Manager in processes concerning disciplinary action performance or violation of District policies and procedures.
- Oversee and participate in the development and administration of each department's budget; working with the WWTP Operations Manager, forecast the funds needed for staffing, equipment, materials, and supplies for board approval; approve department expenditures following district policy and implement budgetary adjustments as appropriate and necessary.
- Analyze financial records to forecast future financial positions and budget requirements; provide oversight of departmental budgetary submissions to ensure adherence to overarching District goals.
- Manage, monitor, and refine performance measurements and methods to analyze and communicate District's current financial status, attainment of objectives, and financial forecasts.
- Propose strategies and provide financial policy recommendations consistent with District goals to effectively manage debt using conventional public financing such as bonds, grants, or loan programs.
- Manage and direct the District's investment program and cash management to ensure compliance with established investment policies and procedures.
- Maintains general ledger, varied subsidiary ledgers, journals, and numerous control and informational records.
- Initiate and direct the preparation of financial reports, studies, and analyses including the annual financial report, State Controller report and other reports required by law.
- Review, interpret, and analyze new proposed legislation to determine effect on personnel, operations and programs of the District; implement appropriate actions.
- Serves as the District Human Resource Manager; maintain all employee records
- Oversee and direct areas of risk analysis and management for the District including liability, property, and workers' compensation insurance programs and contractual risk transfer; ensure the procurement of adequate insurance coverage at appropriate levels for the protection of District assets.
- Manage District benefit programs as offered in the current employee handbook; maintain current knowledge of employer offered benefits
- Perform annual or as needed, employee evaluations
- Administer employment recruitment through job announcements, interview schedules, interview support, new hire physicals, and new hire orientation.
- Working with the WWTP Operations Manager, coordinate District's emergency management/response program including implementation of loss prevention, training, and continuity measures.
- Maintain record-keeping and confidential files on District personnel, benefits, and risk management.
- Oversee information management services including website management; manage District computer and peripheral hardware needs; repair, replace, or obtain service as required including installing, upgrading, configuring, and maintaining LAN servers, PC operating systems, personnel computers and related peripherals including printers.

- Serves as the Authorized District Representative and Correspondent.
- Explain, justify, and defend department programs, policies, and activities to the public as necessary; working with the WWTP Operations Manager, negotiate and resolve sensitive and controversial issues.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of waste water treatment and reuse, finance and human resources; recommend for implementation new developments as appropriate.
- Perform post-incident property and liability investigations as required.
- Serves as Clerk to the Board, or their designee.
- Initiate and direct the preparation of District meetings; meeting agenda's and meeting materials.
- Ensure administrations adhere to policies and regulations.
- Perform related duties as requested.
- Capital Improvement planning.
- Administer and maintain District permits.
- Assists WWTP Operations Manager with water discharge requirements (WDR) including reporting, project management and other needs as requested.
- Directs the annual review and maintenance as required by law of the Districts Sewer Service Management Plan (SSMP).
- Serves as the Integrated Regional Water Management Group (IRWMG) Authorized Representative.
- Maintain District Use ordinance updates.
- CalPERS Pension administrator, reporting and maintenance.
- Coordinates all legal matters to District Counsel.

**Skills, Knowledge and/or Abilities Required:**

**Experience and Training Required:** This position requires that individuals have a high level of knowledge of public accounting and administration, principals, practices and methods of wastewater treatment systems and operations. This position also carries a full range of duties and requires individuals to multi-task, while maintaining professionalism. It also requires that you communicate with people in different departments and levels within the District, as well as our customer base. A typical way to obtain the knowledge and abilities would be to have 7 or more years of professional management experience in administration, finance, or personnel office, especially in a public sector such as water and wastewater.

**Knowledge of:** Ralph M. Brown Act, Department of Water Resources policies, rules permits; government accounting and personnel requirements; payroll processing and CalPERS administration.

**Skill and Ability:** A variety of computer software applications word processing, spreadsheets, database and presentation software; QuickBooks; excellent verbal and written communication skills; organizational and planning skills; maintain a high level of confidentiality; establish priorities and meet deadlines; multi task; provide excellent customer service; respond and provide support in a professional manner at all times. Complete the Government Agency training programs as required by law.

The following analysis is the description of "Physical Demands" of the job.

Physical Demand Definitions (Times Listed Are For an 8 Hour Shift):

Occasionally	6% to 33% of the day	(.5 to 2.5 hours per day)
Frequently	34% to 66% of the day	(2.5 to 5.25 hours per day)