

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. Working remotely is not available unless approved by board.

Essential Duties

- Ensure the smooth and adequate flow of information within the district to facilitate business operations
- Responsible for all Administration and Finance of the District and activities including personnel, accounting, tax roll collections, 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 district improvement; direct and implement changes.

- Plan, direct, and coordinate the Administration and Finance Department's work plan
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies;
- Prepares the district annual of 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.
- 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
- Manages the district 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, including the CalPERS Pension plan, as offered in the current employee handbook; maintain current knowledge of employer offered benefits.
- Perform annual or as needed, employee evaluations
- Administer all new hire requirements as described in the employee handbook.
- 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 outsourced IT services, 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.*
- Attend and participate in Municipal Management groups, including being the authorized representative for the Integrated Regional Water Management Group (IRWM); 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.
- Serves as Clerk to the Board, or their designee. Initiate and direct the preparation of District meetings; meeting agenda and meeting materials.
- Capital Improvement planning.
- Records and maintains District permits.

- 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 (IRWM) Authorized Representative.
- Maintain District Use ordinance and Policy updates.
- Coordinates all legal matters with District Counsel.
- Responsible for all training programs authorized by the district: Know Be 4 and Target-Vector Solutions etc.
- Acts as the districts Filing Officer for the Statement of Economic Interests (Form 700) program
- Perform other duties as required.

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, customer service, 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 & permitting; governmental accounting regulations; 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)