

CENTRAL CALIFORNIA TRISTEZA ERADICATION AGENCY

JOB DESCRIPTION

JOB TITLE: Administrative Manager

REPORTS TO: Program Manager/Plant Pathologist **DEPARTMENT:** Administration

CLASSIFICATION: Regular - Exempt **STARTING PAY:** \$62,400 Annually

WORK HOURS: Typically Monday through Friday, 8 hours/day, with occasional extended days, weekends, and travel as operations demand.

SUMMARY: Under general administrative guidance, plans, organizes, and directs the activities of the Agency's Administrative office. Participates as a member of the management team in planning and/or oversight of all aspects of Agency operations.

ESSENTIAL JOB DUTIES:

- Directs Agency administrative activities, including Human Resources/Benefits, budgeting, and facilities support.
- Directs and participates in the keeping of minutes, and the preparation and dissemination of official documents, for the Board of Commissioners and participating or contracting Pest Control Districts.
- Prepares, administers and monitors the Agency's budget and related fiscal activities.
- Supervises the administrative and clerical support activities of the Agency's administrative staff.
- Establishes and directs the maintenance of a record management system for public documents in compliance with legal requirements.
- Serves as Administrative Assistant to the Program Manager/Plant Pathologist, and Assistant Secretary to the Board of Commissioners and Pest Control District Boards.
- Prepares analyses, including conclusions and recommendations, for solution of administrative issues.
- Oversees development of assorted policies (i.e., purchasing, employee safety, loss control, etc.) and compliance with required reporting (i.e., water system, hazardous waste disposal).
- Receives, investigates and resolves various types of complaints and concerns.
- Reviews and responds to correspondence.
- Ensures compliance of Agency Board, Pest Control District Boards, and all advisory bodies and committees with legal requirements, such as scheduling and announcement of meetings, open meeting laws and parliamentary rules, appointment of members, and mandated training.
- Ensures effectiveness of assigned staff through selection, supervision, evaluation and training.
- Performs related duties as required.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises four administrative clerks, maintenance supervisor, and IT assistant. Provides general direction and oversight of these services, and is responsible for evaluation of these personnel.

ENVIRONMENTAL SETTING: Work is done indoors, in a temperature-controlled office setting.

PHYSICAL DEMANDS: Sitting, 90%; Standing, ±5%; Walking, ±5%; close and distance vision, speaking, hearing, smelling.

- Lifting, Carrying, Pushing/Pulling Loads: Some, typically 20 pounds or less
- Bending: Occasional
- Kneeling/Squatting: Little
- Reaching/Stretching: Occasional
- Climbing Stairs/Ladders: None
- Crawling: None
- Rough/Uneven Terrain: None
- Handling/Dexterity: Continuous

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Principles and practices of organization, public administration and public relations;
- Accounting principles and practices;
- Budget preparation and analysis;
- Principles of supervision, training and performance evaluation;
- Office methods and procedures including keyboarding skills and various computer programs;
- Current practices, and federal, state and government agency laws and regulations, pertaining to records management, open meeting laws and personnel management.

Skill in:

- Public relations;
- Report preparation and presentation;
- Short and long range planning;
- Accurately taking and transcribing minutes of official meetings.

Ability to:

- Develop and maintain effective working relationships;
- Work well in a team environment;
- Communicate effectively in written and oral form;
- Effectively present information and respond to questions from managers, staff, the Board of Commissioners, growers, and the general public;
- Recognize and perform job related tasks with little supervision;
- Interpret and apply Agency policies, rules and regulations;
- Direct, evaluate and supervise the work of assigned personnel;
- Follow oral and written directions;
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could provide the required knowledge, skill and ability is qualifying. This would typically include:

- College-level training in business, human resources, and fiscal management; and/or
- A minimum of five years management experience with responsibility for general administrative functions including accounting/budgeting, facilities, and human resources.

SPECIAL REQUIREMENTS:

- Possession of or ability to promptly obtain a valid California Driver's License.
- Filing of an annual Conflict of Interest Statement, pursuant to the Agency's Conflict of Interest Code.
- Occasional out-of-town, potentially multi-day travel.