

VALLEY CENTER MUNICIPAL WATER DISTRICT
ADMINISTRATIVE SUPERVISOR

DEFINITION

Under general direction of the Department Head, incumbents are fully competent to independently perform a variety of complex administrative support and supervisory duties.

CLASS CHARACTERISTICS

Incumbents are responsible for supervising the department's Administrative Assistant staff and performing highly complex administrative activities in support of a department responsibilities including but limited to: preparing and maintaining of department division and project budgets; preparing fee and charges recommendations; coordinating property owner participation in land secured financing projects; conducting research; maintaining and updating policy manuals, project standard specifications and agreements; providing project coordination for capital improvement or new developer projects; preparing reports; preparing contracts and other technical documents; and assisting with right-of-way acquisitions. Incumbents may be required to serve as backup to the Secretary to the Board.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Provides supervision, training and evaluation of department administrative support staff; provides instruction and training to other administration staff.

Performs complex secretarial, clerical and administrative work for the District involving the use of considerable independent judgment; composes, types and prepares correspondence, reports, forms and specialized documents from drafts, notes, dictated tapes, or brief instructions, which may include confidential materials; proofreads and checks printed materials for accuracy, completeness, compliance with District policies, and correct English usage, including punctuation and spelling.

Prepares and maintains department division and project budgets.

Prepares fee and charges recommendation documents for review by Department head.

Coordinates with property owner participates in land secured financing projects, by providing and explaining documents and requirements needed for participation.

Enters, edits and retrieves data and prepares reports, following established formats; prepares and updates a variety of reports, which may require the use of arithmetic calculations and consolidating material from several sources; and, maintains records and processes forms, such as time cards, purchase requisitions and orders.

Plans, organizes, conducts research, makes recommendations and prepares related reports and presentations for special projects.

Prepares specifications, advertisement for bids, contracts, and other technical documents.

Updates, organizes, indexes and cross-references files; maintains a variety of records, logs, rosters, and registers; coordinates training and scheduling; coordinates physical and vaccination appointments.

Compiles materials for meetings, prepares agendas, and attends such meetings to take notes; acts as a relief receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding District activities and functions.

Maintains and monitors department expenses; maintains department personnel and payroll records, and related reports; posts expenditures and receipts; provides office and administrative support to the department head in budget preparation; prepares invoices and deposits; manages petty cash; audits time sheets; prepares related financial reports; obtains quotes for equipment and services.

Provides and interprets information which may require the use of judgment and interpretation of policies and procedures.

Maintains critical deadlines and coordinates activities with those of other District units to assure completion of multi-faceted projects.

Relieves department head of certain duties by transmitting information and keeping the department head informed of pertinent matters; organizes own work, maintains critical deadlines and coordinates activities with those of other District units to assure completion of the work.

Prepares and revises policy and procedures manuals.

Acts as backup receptionist for the District offices, which includes: answering telephone lines and radio, determining nature of call; recording and processing emergency customer service requests; directing callers to proper person/department by telephone or radio dispatch; providing information; or, taking messages as appropriate.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices; basic accounting principles, establishment of public fees and charges procedures and requirements, standard office administrative practices and procedures, including business writing and the operation of standard office equipment; using computer and standard MS Office Suite software applications; basic functions and organization of local governments; OSHA and CalOSHA regulations; record keeping, report preparation and filing methods; correct English usage, including spelling, grammar, punctuation and vocabulary.

Ability to: Provide varied and often confidential secretarial, clerical and office administrative assistance to department head; use initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence and perform clerical and related assignments from brief oral or written instructions; organize work, set priorities and follow up assignments with a minimum of supervision; learn District functions, personnel and the specific policies and procedures related to the work; work effectively, meet deadlines and maintain attention to detail despite frequent interruptions; type accurately; understand oral communication and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Minimum Associate's Degree in business administration or a related field. Degree requirement may be waived by General Manager for incumbent staff enrolled in an appropriate degree program and maintaining satisfactory progress toward completion of education requirement.

Experience: A minimum of four years of progressively responsible administrative support experience in area

assigned; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Class C Driver's License, Notary Public Certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent 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: While performing the duties of this job, an incumbent is regularly required to sit, talk or hear, in person and by telephone; use hands repetitively to operate finger, handle, or feel standard office equipment; and reach with hands and arms. Incumbent is frequently required to walk, stand, kneel and bend and lift up to 25 pounds. Specific vision abilities required by this position includes close vision and the ability to adjust focus to computer monitors and other standard office equipment.

Work Environment: Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:



General Manager



Date