



Southeastern Colorado Water Conservancy District Job Description

Job Title: Administrative Manager

Department: Administration

Supervisor: Executive Director

FLSA Status: Exempt (Administrative)

Prepared By: Stephanie Shipley

Prepared Date: July 1, 2024

Current Salary Range 2024:

Range Min	Range Midpoint	Range 70%	Range Max	Range Spread
\$78,405	\$98,006	\$105,847	\$117,608	40%

Summary

Under policy direction, plans, organizes and directs the activities and programs of the Administrative Services; manages and directs the provision of comprehensive District-wide programs including employee relations, human resource programs and services; record management, Clerk of the Board, administrative support programs and services; and safety and risk management. Provides expert professional assistance and guidance to District staff on strategy, policy and operational issues involving areas of assigned responsibility and other District-wide policy issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating a broad array of programs and services on a District-wide basis including management of the human resources programs, employee relations, safety and risk management, the District record management, as well as internal administrative support services including support and assistance to the Board of Directors facilities building services and information technology services. The incumbent is expected to exercise leadership in formulating human resources and establishing long-term direction for the District. In addition, this position is responsible for managing and integrating broad, comprehensive human resource management programs and services to achieve effective utilization and development of District staff, good morale and productivity, and effective communication between management and employees. Responsibilities are broad in scope and

allow for the use of sound, expert independent judgment and a high degree of administrative discretion in their execution.

This is an at-will management-level position and serves at the pleasure of the District.

Essential Duties and Responsibilities:

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 class.

Plans, organizes, controls, integrates and evaluates the work of the Administrative Services staff; develops, implements and monitors long-term plans, goals and objectives focused on achieving the District's mission and assigned priorities; participates in the development of and monitors performance against the District's annual budget and the District's record management; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives.

Provides leadership to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's mission, strategic plan, objectives and values.

Develops and directs the implementation of goals, objectives, policies and standards for the Administrative Services; provides professional assistance to District management on record management, human resources, purchasing, insurance, safety, risk management and related matters; provides District-wide administrative support services; assists other staff in solving a broad range of internal management, record retention, operational support and administrative problems and issues.

Directs and manages the District's Human Resources programs and services; with staff develops, implements, and monitors long-term plans, goals and objectives focused on achieving the District's mission and assigned personnel priorities; participates in the development of and monitors performance against the human resources annual budget. Directs and manages the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards. The position also manages and directs the development, implementation, and administration of the negotiation of labor contracts; recruitment, testing and selection; design and delivery of employee and management training; District benefit programs; and employee relations matters, including grievance and disciplinary procedures and actions.

Directs and manages administrative support services including Board of Directors administrative support and general office services support; provides assistance to the Board of Directors including agenda preparation and related documents, coordinating meetings and special events; provides centralized clerical support to the District, such as mail distribution, office equipment

maintenance, standard office supplies, receptionist, telephone operations; oversees building services for the headquarters facility including the maintenance, repair, servicing, and cleaning of the building, grounds, parking lots, and systems, such as HVAC, minor construction, painting, minor electrical maintenance, repairing carpeting, fire and burglar alarms; over sees the information technology services of the District to ensure that the platform is secure, using firewalls, policy rules, and ensure that staff maintain a high level of awareness to avoid compromise; including management of software, hardware and equipment.

Directs and manages a comprehensive Risk Management program; with staff administers the District's insurance program including liability, property, and safety and health management programs.

Directs and manages the District's Records management programs and services; with staff, administers District-wide programs involving the records and warehousing of records, and supplies; with staff, evaluates the District's record management and warehousing practices and procedures to ensure the most efficient and cost-effective acquisition of required materials, equipment and supplies.

Develops and reviews reports of findings, alternatives and recommendations involving a broad range of safety and risk management, and administrative support issues; makes presentations to District management and others on applicable District projects, operations and services; monitors developments related to areas of assigned responsibility and evaluates their impact on District operations and programs; recommends policy and procedural improvements.

Evaluates the need for and utility of District-wide policies and procedures; conducts or directs the completion of research and the development of recommendations regarding proposed policies and procedures; directs and oversees the development and delivery of centralized administrative support and records management systems, protocols, schedules and programs; oversees maintenance and updating of the Administrative Code and the publication and distribution of Code changes.

OTHER DUTIES

Serves on District project and ad hoc committees and task forces; represents the District on industry, professional and community committees; attends industry and community meetings.

Prepares and reviews correspondence, reports and documents; directs the maintenance of files and records.

Qualification Guidelines:

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resources, or a closely related field; and at least four years of progressively responsible experience in public agency administration, human resource management, purchasing and/or information systems, at least two of which were in a management or program management capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Other Desired Qualifications:

Knowledge of

Theory, principles, practices and techniques of public administration, including personnel administration, budgeting, purchasing and the management and retention of public records; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; basic principles, practices and techniques of information systems management, including the integration and use of hardware and software to support business, engineering and operations applications and methods for evaluating the cost-benefit of systems alternatives; methods and techniques of project management, particularly as applied to systems and technology installations; basic systems analysis methods and techniques; organization, functions, procedures and rules of the Board and its committees; standard office management practices and procedures; District operations and functions and associated information technology, purchasing and small contractor outreach, and safety and risk management issues; research methods and statistical analysis techniques; organization and functions of a public board; principles and practices of sound business communications; principles and practices of effective management and supervision; the District's personnel rules, policies and labor contract provisions.

Ability to

Define issues, perform research, analyze problems, evaluate alternatives and develop sound conclusions and recommendations on complex management, administrative, human resources, technology issues; plan and direct broad, centralized programs including such services as human resource management program, warehousing, risk management, and records management; understand, interpret, explain and apply District policy and procedures governing assigned areas of responsibility; present proposals and recommendations clearly and logically in public meetings; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; negotiate effectively on behalf of the District; establish and maintain effective working relationships with all levels of District staff, other governmental officials, legal counsel, community groups, consultants, contractors, vendors, and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.

Licenses / Certificates / Special Requirements:

A valid Colorado driver's license.

A certificate from International Public Management Association Human Resources – Senior Certified Professional.

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and interact with District staff, officials of other governmental agencies, consultants, contractors, vendors, community organizations and groups, employees and the public.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Signature

Date