

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550 Division Support	POSITION # 880-550-4800-005	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Manager I		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR David Maurer			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager II		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
1	AGPA	5	N/A
4	SSA		
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
40%	<p>Under the general direction of a Staff Services Manager II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Supervise a team of analysts responsible for all administrative functions within the Division of Financial Assistance. The administrative functions include but not limited to: supplies and equipment purchasing; coordination of Division of Information Technology service requests and support including setup and deactivation of staff and addition to directories; procurement accountability including all property control logs, assignment of property control tags, and coordination of equipment maintenance and disposal of broken equipment/furniture via survey; coordination of Division of Administrative Services facility requests and support including cubicle modifications, building maintenance issues, and equipment installations; coordination of responses to Public Records Act requests; maintenance of records retention schedules and transfer lists; training and travel coordination including processing training requests and notification of training opportunities; contract management including assistance in the development of statements of work, request for proposals, and tracking and monitoring of the agreements and invoice approval; executive assistant functions such as board agenda items, two weeks ahead reports, and receptionist functions including mail distribution, equipment checkout, and interview scheduling. Serve as DFA's Administrative Officer back up.</p>		
20%	<p>Oversee special projects including but not limited to preparation for submission of annual Human Resources Branch forms, the Division's training efforts, data gathering efforts, and the completion/collection of annual forms as requested by the Division's Deputy Director and Assistant Deputy Directors.</p>		

20%

Perform various management responsibilities including personnel recruitment, hiring and training; communicate expectations to and receive feedback from subordinates; develop annual workplans that identify goals, objectives, and priorities; delegate responsibilities; review staff work for accuracy and completeness, and monitor activities for quality control and compliance with laws, rules, regulations, policies, and procedures. Resolve difficult issues and assure timely completion of all program requirements. Develop performance standards and expectations.

15%

Develop policies, procedures, forms, and necessary language for the implementation and management of the administrative function being supervised. Tasks includes but not limited to: researching information; drafting policies and procedures; and responding to inquiries from various stakeholders.

5%

Perform other duties assigned as required.

Employee Signature: _____ Date Signed: _____