

## DUTY STATEMENT

### POSITION INFORMATION

Classification Title	Supervisor II (Supervisory)
Position Number	415-001-4801-001
CB Identifier	S01
Working Title	Administrative Services Manager
Division / Unit	Administrative Services
<b>Incumbent Name</b>	
Working Location	Auburn, CA
Supervisor/Manager	Amy Lussier, Deputy Executive Officer
Tenure	Permanent, Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	Yes

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.**

### GENERAL DESCRIPTION

The reporting location for the Manager of Administrative Services (Manager) position is at the Sierra Nevada Conservancy (SNC) Headquarters Office located in Auburn, CA. The Manager, working under the direction of SNC's Deputy Executive Officer, has overall responsibility for managing the Department's budgets, accounting, contracting, procurement, business services and board functions. The position will require flexible work hours and frequent travel.

### JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

#### **35% (E) – Planning and Management**

Plans and manages the administrative services operations for the department, providing advice to SNC's executive staff; making decisions and recommendations on the most complex policies, issues, and problems associated with the administrative functions of the Department; providing day-to-day policy decisions on operating procedures, and implementation of programs and management techniques. In conjunction with other managers/supervisors, coordinates and integrates the activities of a diverse staff to attain common goals for the Department; recommends enhancements to the planning process including innovative strategic directions, additional work teams and new activities.

- Provides primary and technical direction; communicates goals and objectives.
- Establishes expectations; sets priorities; administers and reviews workload; identifies needs, issues and problems associated with the various units activities.

- Works closely with the State's control agencies, all levels of government, the private sector and SNC's management team.
- Prepares administrative board reports and makes presentations at quarterly Governing Board meetings

### **30% (E) – Administrative Programs**

Develops, organizes, makes recommendations on, and administers SNC administrative programs.

- Manages all activities related to the development and implementation of quarterly governing board meetings and oversees the development, preparation, review, assembly, and distribution of the SNC Governing Board meeting materials.
- Plans and directs the Department's contracting activities, including responsibility for all contracts entered into between SNC and local state and federal agencies, public interest groups and other entities of the public and private sector.
- Plans and directs the Department's business services activities, including procurement, fleet administration, telecommunication, travel, health and safety, property and records management, and facilities management.
- Plans and directs the Department's budgeting and accounting activities, including managing cash flow, establishing accounting controls, monitoring and analyzing expenditures and reimbursements, and presenting expenditure projections to the executive team.

### **25% (E) – Staff Management and Personal Development**

Plans, organizes, and supervises the work of professional and technical staff in meeting the objectives of SNC's administrative services programs. Provides technical direction to the Administrative Services staff, communicates program goals and objectives, makes recommendations, and sets priorities in coordination with the Department's Strategic Plan and governing statutes. Participates in personal development and skill-building training.

- Oversees staff in the development and ongoing operation of established programs.
- Conducts staff meetings.
- Reviews staff recommendations, proposals, and project-related work products.
- Participates in employee recruitment, selection, and retention efforts. Assesses training needs; trains and coaches staff.
- Provides employee evaluations.
- Addresses employee discipline, grievance, and other labor relations or sensitive issues.
- Seeks out and successfully completes training to strengthen technical, supervisory, and leadership skills.

### **10% (M) – Miscellaneous Activities**

Attends and presents at Governing Board meetings; reviews staff reports; coordinates development and implementation of administrative materials, annual reports, progress reports, and updates to SNC staff and Governing Board.

Responds to general calls and emails; complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans); participates in required trainings.

### **SUPERVISION RECEIVED**

The Sup II is supervised by the Deputy Executive Officer.

### **SUPERVISION EXERCISED**

The Sup II supervises technical and professional staff and first line supervisors.

### **ATTENDANCE**

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs. Must travel to SNC field offices, grant sites, Sacramento, and other sites as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)**

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

### **OTHER INFORMATION**

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

## **WORK ENVIRONMENT**

The duties of this position are performed primarily indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Travel is required (including driving or riding in a vehicle) and may require incumbent to be outdoors, occasionally walking on uneven terrain and working in inclement weather when required to attend site visits. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

## **TELEWORK ELIGIBILITY AND EXPECTATIONS**

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

**Duties of this position are subject to change and may be revised as needed or required.**

### **EMPLOYEE ACKNOWLEDGEMENT**

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

### **SUPERVISOR ACKNOWLEDGEMENT**

**I have discussed the duties of this position with and have provided a copy of this duty statement to, the employee named above.**

Supervisor Printed Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

