

POSITION INFORMATION

Classification Title	Supervisor I
Position Number	415-001-4800-005
CB Identifier	S01
Working Title	Business Services Manager
Division / Unit	Administrative Services / Business Services
Incumbent Name	Vacant
Working Location	Auburn, CA
Supervisor/Manager	Supervisor II, Administrative Services Manager
Tenure	Permanent Full-time
Effective Date	TBD
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

Working under general direction of the Administrative Services Manager, the Supervisor I is responsible for supervising the Business Services unit with a variety of staff and administering and managing various business services functions including contracts and procurement, employee safety, facilities and leasing, emergency preparedness, inventory, records management, mail/shipping and receiving, and fleet programs. The Supervisor I is the primary contact for related interactions with the Department of General Services and is responsible for compliance with all reporting requirements therein. The reporting location is at the Sierra Nevada Conservancy (SNC) Headquarters Office located in Auburn, CA with occasional travel required.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

30% (E) – Business Services (Some duties may not be telework-eligible.)

Serves as the Business Services Officer, planning and implementing business services and health and safety activities including department-wide office support services.

- Administers the SNC's facilities program, ensuring adequate space and related janitorial and maintenance services are provided. Oversees the negotiation on leases and contracts for maintenance, utilities, equipment, building space, and telecommunications.
- Administers SNC's Records Retention Program and ensures departmental compliance with the Records Retention policy.
- As Safety Officer administers the Department's emergency preparedness and health and safety programs; oversees the development and implementation of the Injury and Illness Prevention Program (IIPP) and business continuity plan. Oversees the development and implementation of SNC's ergonomic program. Develops safety

training and **conducts drills and exercises to implement safety programs. Oversees facility security and emergency communications with all staff.**

- Administers SNC's inventory and asset management program; develops and enforces policies and procedures surrounding asset management; coordinates with SNC IT to conduct annual physical inventory; ensures property is tagged and disposed of in accordance with the State Administrative Manual. Ensures provision of office supplies and manages supply inventory for SNC's headquarters and Regional offices.
- Administers SNC's fleet management program, including vehicle purchasing, maintenance, and cleaning, scheduling process, FAMS reporting, and GEOTAB program maintenance. Ensures office equipment and fleet are kept in optimal working condition by developing and implementing maintenance agreements and adhering to manufacturer recommendations for preventative maintenance.
- Administers the SNC's mailroom and shipping and receiving services. Ensures staffing for the HQ reception desk, answering phones and greeting visitors during regular business hours.

25% (E) – Contracts and Procurement

Serves as the Department's subject matter expert for contracts and procurement, implementing and enforcing Public Contract Code, State Government Code, State Administrative Manual, and State Contract Manual rules.

- Develops and implements purchasing related policies and procedures and identifies process improvements.
- Consults with program staff in the development of scopes of work and product specifications, identifying risks and mitigating potential contract related issues.
- Manages the contract/procurement process from request through award and supports contract managers in overseeing the contractor's performance.
- Serves as SNC's SB/DVBE Advocate, focusing on outreach efforts to vendors in the Sierra Nevada Region.
- Administers a wide variety of contracts and agreements such as reimbursement agreements, non-competitive grants, federal partnership agreements, interagency agreements, standard agreements, short form contracts, and memoranda of understanding.
- Prepares a variety of solicitations/documents including, but not limited to, Request for Offers, Request for Quotes, GC 19130 justifications, Fair and Reasonable Pricing justifications, SB/DVBE Waivers.

25% (E) – Supervision

Plans, organizes, and supervises the work of professional and technical staff in meeting the objectives of SNC's Business Services Unit. Provides technical direction to 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 skills 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.

15% (E) – FI\$Cal

Plans, organizes, develops, manages, and implements the FI\$Cal program for the Department as it relates to Business Services.

- Serves as SNC's most skilled FI\$Cal expert and consultant, working with SMEs statewide to advise management regarding FI\$Cal policy and procedure developments as it pertains to contracts and procurement.
- Facilitates the submission of FI\$Cal tasks and monitors upcoming workshops and trainings.
- Provides technical expertise and administrative support applicable to FI\$Cal and provides business solutions to management to ensure the goals and objectives of the Department's mission are met.
- Administers SNC's Cal Card program, creating and implementing policies and procedures, adding and training new users/ setting them up in FI\$Cal, and deleting users as needed.
- Requests FI\$Cal access for new users, and role changes as necessary.

5% (M) Miscellaneous Activities

Attends and presents at board meetings; reviews staff reports; attends training; participates in regular check-in meetings with SNC management team to determine departmental office supply, purchasing, and contracting needs; prepares reports relevant to purchasing and business services.

SUPERVISION RECEIVED

The Supervisor I is supervised by the Administrative Services Manager but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

The Supervisor I is responsible for supervising clerical to professional analytical classifications.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services; 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; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: Reason logically and creatively 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 departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment.

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 indoors. The incumbent's workstation is located at SNC Headquarters office and is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

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).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.



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—————