



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Supervisor I	549-720-4800-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Administrative Supervisor	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey District	Monterey District Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under general direction of the Supervisor II (the District Administrative Chief), the Administrative Supervisor will be responsible for the planning and oversight of the preparation and processes of administrative duties. This position will be the first line supervisor over district administrative staff. The Administrative Supervisor assists in planning, organization, and directing administrative services for the district, and works in close collaboration with the core staff members throughout the district. The Administrative Supervisor assists the District Administrative Chief with fiscal and budget management, personnel processes, analysis, contracts, accounting and concessions. This position will act as the back up to the District Administrative Chief in their absence. The reporting location is the Monterey District Office located at 2211 Garden Road, Monterey CA 93940 but may be required to work at other locations throughout the district as assigned and based on operational need.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	ADMINISTRATIVE SUPERVISION Directs and supervises subordinate administrative staff in the performance of administrative services including but not limited to the development and management of contracts, procurement, accounting, reception desk/pass sales, and general program support. Ensures appropriate administrative principles are followed to ensure district objectives are met. Apply principles of personnel management and supervision to staff and the program. Implements program/staff development techniques. Supervises subordinate staff daily. Facilitates staff development, organizational goals, and working relationships with core managers. Offers and supports training opportunities and train subordinate staff to perform the most difficult work. Develop processes and procedures for subordinate administrative staff and field staff to comply with new requirements and changes ensuring departmental policy compliance. Performs and directs administrative functions including preparation of complex contracts, training, and oversight. conduct hiring interviews following Department and CalHR policy and procedure. Reviews leave requests from subordinate staff and provide answers to requests in a timely manner. Completes performance appraisals of subordinate staff including annual reviews and probation reports. Provide counseling and training as necessary. Ensure proper scheduling of subordinate staff for operational needs. Maintains a	

	working knowledge of management practices and general office skills to ensure the orderly operation of the office. Acts as back-up to the Administrative Chief in their absence.
30%	FISCAL MANAGEMENT Manages, performs, and provides technical oversight to all administrative staff and ensures proper administration of contracts, accounting, procurement and pass sales/reception. Oversee FI\$Cal transactions, vouchers (including travel expense claims), requests for office revolving funds, DGS direct transfers, WEX fuel program, Cal-Card (P-Card) reconciliation, and Capital Assets. Prepares Purchase Orders. Monitors compliance with State Small Business/Disabled Veteran's Business Enterprises goals. Oversee the preparation of account receivable documents and assist field staff with preparation of documents. Oversee the timely processing and accuracy of vouchers, open invoices, utilities, WEX fuel program, and travel claims. Responsible for the management of District's accounting files compliance, purchasing rules, and record retention schedule. Responsible for the administration of Electronic Report of Collections (eROC) program. Monitor budgetary activities and provide reports on their status. Certify the availability of funds for expenditures. Explain complicated purchasing/accounting functions to district staff. Provides guidance and training on correct purchasing procedures and use of accounting documents for new staff. Regularly conducts refresher training for staff. Prepares training manual/job aids on fiscal processes. Acts as the district liaison with vendors/contractors and Headquarters Business Management Services. Prepares and review fiscal reports throughout the year. Reconcile Fiscal Tracking System (FTS) and FI\$Cal expenditures and provide reports of expenditures monthly.
20%	CONTRACT MANAGEMENT Analyzes and develops various contracts including Public Works, Interagency, Master Service/Leverage Procurement Agreements, Incoming Funds, Invitation for Bid, Fair and Reasonable, and One-Time Service Agreements (DPR 285). Analyzes contracts and prepares in accordance with contract type, dollar amount, and State and Department rules, regulations, and policies. Reviews, analyzes, and makes necessary edits to incoming agreements. Reconciles grant budgets for administrative overhead costs and obtain necessary approvals to encumber funds. Analyzes contract purchase orders to ensure funds are encumbered for each fiscal year of the contract. Ensures the retention schedule is followed as well as ensure contracts are organized and kept standardized throughout the district. Oversee processing by staff of service agreements, determining appropriate contracting method, and process in accordance with contracting laws, rules, and policy compliance. Acts as the district liaison with Headquarters Contract Services Unit. Manage contracts throughout the district. Ensures work is complete, accurate, and follows contract provisions and state requirements.
10%	CONCESSION MANAGEMENT Responsible for working with the Partnership Office for the preparation of concession operating agreements for bid/Request for Proposal prospectus packages, temporary use permits, the negotiation of short-term concession contracts, statewide contracts, and extension of amendment of existing concession contracts. Tracks concession contract compliance and rental payments and notify concessionaires of non-compliance for rent or other administrative contract requirements.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	INFORMATION TECHNOLOGY MANAGEMENT Serves as the district back-up Area Telecommunications Representative (ATR) and through subordinate staff, manages district cell phones to include purchasing, assignment, and ensuring all policies relating to state cell phones are followed. Works with the Agency's Telecommunications Representative to provide information as requested.
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Work environment is an office setting, using computer, telephone, and other business equipment daily. Typical work activities involve frequent and prolonged periods of sitting and extended computer and keyboard operation. This position requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. Occasional travel to other	

offices to meet with indirect reports, attend meetings, oversee asset tasks, or to verify physical inventory may be required.

TELEWORK DESIGNATION

This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE