



Great Basin Unified Air Pollution Control District

Administrative Services Officer

FLSA Classification
Exempt

Salary Range
Range 82

Bargaining Unit
Non-Represented, Confidential

JOB DESCRIPTION

Summary

Under administrative direction of the Air Pollution Control Officer (APCO), plans, organizes, and manages the administrative services for the District, including contract management, budgeting, accounting, purchasing, risk management, safety, legal compliance, human resources, benefit administration; performs related work as required.

This is a management classification responsible for the District's budget, accounting, human resources, benefit administration, risk management, and facilities management services. This position aids the Air Pollution Control Officer (APCO) in a variety of administrative, coordinative, analytical, and liaison capacities.

Successful performance of the work requires knowledge of public policy, all District functions and activities, including the role of the Governing Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning, operational goals, and objectives and for furthering District goals and objectives within general policy guidelines.

Essential Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential duties.

- Regular attendance during scheduled hours.
- Follow written and verbal directions in English.
- Interview, supervise, train, assist, evaluate, and discipline employees in the division.
- Plan, coordinate, assign, reviews, and evaluates staff duties, priorities, and work product.
- Serve the District in a leadership capacity.
- Plan, develop, organize, manage, coordinate, and conduct a variety of non-technical special projects including related contracting, budgeting, fiscal, APCO/Governing Board support, rule development support, environmental compliance filing, and general administrative functions.
- Analyze situations and adopts effective courses of action.
- Coordinate and prepare oral and written presentations and reports, analyze and document a wide variety of special programs, projects, and studies.



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- Prepare and monitor the annual budget for the District; direct fiscal reporting systems and implement budgetary controls; analyze revenue and expense history and make recommendations; prepare budget packets; make adjustments as needed during the fiscal year; maintain multiple grants budgeted by fund; oversee the tracking work of activity and costs for air pollution control activities.
- Manage all accounting activities of the District, including billing, payroll, accounts payable, accounts receivable, financial record preparation, bank transactions and cash oversight; review and approve year-end accruals and adjustments, analysis and reconciliations of accounts to general ledger, and the preparation of financial statements and reports; oversee grant financial administration and fixed asset management; prepare materials for and coordinates District financial audits.
- Monitor, track, and analyze project revenues and expenditures against adopted budgets and provide timely information to the Governing Board, the APCO, and other District management.
- Oversee the purchasing function of the District; direct the preparation of requisitions and payment processing; plan and direct fixed asset purchases; prepare requests for proposal documents.
- Coordinate and facilitate year-end closing, outside financial audits and actuarial reports, and financial reporting to outside agencies as required by law or contractual agreements.
- Manages and administers non-technical portions of special air pollution control projects and programs.
- Perform risk management duties regarding safety training and compliance, claims, maintenance, and renewals of District insurance policies.
- Administer the District's Workers' Compensation program through a third-party administrator.
- Act as the District's personnel administrator regarding personnel records, recruitment and selection, disability, deferred compensation, new hire processing, and employee benefits; administer open enrollment of benefits; provide assistance to employees regarding retirement procedures; provide information to employees and managers regarding employee union contracts; gather information used in employee negotiations, disciplinary matters, and grievances; serve as a team member in the negotiation of labor agreements.
- Manage recruitment and staffing activities including drafting of job announcements and updating job descriptions; post job announcements and review employment application packets; screen applicants, interview selected candidates, and make hiring recommendations to the Air Pollution Control Officer and division managers.
- Coordinate and supervise front office, board clerk, and accounting support staff.
- Attend Governing Board meetings and act as back-up Board Clerk as needed.
- Coordinate with other management team members for building maintenance, janitorial, and grounds maintenance services and other services for the District's offices.
- Negotiate, prepare, and manage various contracts and rental/lease agreements.



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- Manage non-technical portion of special air pollution control projects.
- Conduct analysis and research of various legal references, regulations, and other relevant resources to determine District compliance with the law and best practices across responsibilities of the position.
- Attend and participate in training on topics in finance, human resources, labor relations, risk management, safety, and benefits administration; attend professional meetings; stay current on issues relative to the fields of finance, human resources, labor relations, risk management, safety, and benefits administration.
- Respond to and resolve sensitive and complex community and organizational inquiries, issues, and complaints; provide financial data pursuant to public records requests; establish and maintain a customer service orientation within the division.
- Establish positive working relationship with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Develop and recommend new and/or revised policies, practices, and procedures within scope of position.
- Routinely provide work updates to the APCO and regularly seek direction on projects as necessary.

Competencies

- Ability to establish positive working relationships with representatives of the community, organizations, state/local agencies, District staff, and the public.
- Knowledge of methods and techniques for record keeping, report preparation, and writing.
- Ability to communicate technical information in layperson terms.
- Knowledge of English usage, spelling, vocabulary, grammar, and punctuation.
- Ability to read, analyze, interpret, record, and present data accurately.
- Ability to organize, prioritize, and follow up on work assignments.
- Ability to work independently, as part of a team, and as a team leader.
- Knowledge of standard office procedures, practices, and the operation of modern office equipment, including a computer and applicable software.
- Advanced knowledge of government budgeting, analysis, and tracking, ensuring that the division and the District has resources required to meet goals.
- Ability to coordinate and facilitate budget preparation process and related functions.
- Advanced government accounting functions including accounts receivable/payable, payroll, purchasing, and financial reporting for public agencies.
- Knowledge of principles, practices, procedures, and methodologies related to project planning, organization, implementation, and monitoring.
- Knowledge of public agency contracting and legal specifications, and ability to initiate and prepare contracts, leases, and related legal research/specifications.



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- Ability to develop, analyze, interpret, explain, and apply legislation, laws, regulations, rules, and ordinances related to assigned duties.
- Skill in developing, recommending, and implementing sound office procedures and practices.
- Ability to exercise discretion and sound judgment in accomplishing District objectives, directives, and procedures.
- Ability to represent the District effectively in Governing Board meetings and other professional settings as assigned.
- Skill in planning, organizing, coordinating, and implementing a wide variety of multiple projects/programs with competing time frames and deadlines.
- Skill in researching, analyzing, and implementing appropriate actions relevant to assigned projects and duties.
- Knowledge of the principles and practices of management, supervision, personnel administration, labor associations, labor laws as they pertain to public agencies and collective bargaining agreements.
- Knowledge of methods and techniques of training and motivation.
- Knowledge of principles and practices of safety, Workers' Compensation, and Risk Management.
- Knowledge of benefit administration, including federal and state leave laws.
- Ability to navigate, update, and retrieve information from automated financial information systems.
- Knowledge of procedural aspects of building maintenance, repair, and improvements including California Public Contracting Code, Uniform Public Construction Cost, Accounting, RFPs, and RFQs.
- Ability to provide a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Skill in analyzing administrative problems and recommend solutions.
- Ability to actively participate in the collective bargaining process.
- Ability to oversee and fulfill meet and confer requirements.
- Ability to perform mathematical calculations quickly and accurately.
- Ability to deal constructively with conflict and developing effective resolutions.
- Ability to make sound decisions within established guidelines.

Supervision given/received

- Supervised by the Air Pollution Control Officer.
- Supervises Administrative Services Division staff.

Work environment

Employees work in an office environment with low noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.



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Physical demands

Physical Activities	Frequency (N) Never (I) Infrequently (O) Occasionally (F) Frequently or (C)Constantly
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	N
Remaining in a stationary position, often standing or sitting for prolonged periods.	C
Moving about to accomplish tasks or moving from one worksite to another.	O
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	C
Operating machinery and/or power tools.	N
Operating motor vehicles.	O
Assessing the accuracy, neatness and thoroughness of the work assigned.	C
Environmental Conditions	Check all that apply
Low temperatures.	
High temperatures.	
Outdoor elements such as precipitation and wind.	
Noisy environments.	
No adverse environmental conditions expected.	√
Physical Demands	Frequency (N) Never (I) Infrequently (O) Occasionally (F) Frequently or (C)Constantly
Sedentary work that primarily involves sitting/standing.	C
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	I
Heavy work that includes moving objects up to 100 pounds or more.	N

Travel required

Infrequently for meetings and trainings.

Preferred education and experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in business, public administration,



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accounting, or a related field, and five (5) years of increasingly responsible accounting, human resources, and administrative experience, preferably in a public agency.

Additional requirements

- Must have or obtain within 90 days - California Driver's License Class C or higher.
- Must submit FPPC Statement of Economic Interests Form 700 upon appointment, annually, and when leaving employment.

Affirmative Action/EEO statement

It is the policy of Great Basin Unified Air Pollution Control District to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and is not restrictive as to required duties. Other duties, responsibilities, and activities may change or be required at any time with or without notice.