

DIRECTOR OF ADMINISTRATION

Classification: Exempt
Grade: 19
Division: Administration

Position Summary and Functions:

To provide overall assistance and support to the Executive Director in the areas involved with the operation of the Administration Division, the planning, coordination, and implementation of overall agency activities, and to assume the responsibility for the overall administration of the agency in the absence of the Executive Director.

Essential Duties and Responsibilities:

- Provide overall assistance and support to the Executive Director in the areas involved with the planning, coordination, and implementation of all agency activities including Board and Committee meetings.
- Provide general direction to the Labor and Employee Relations, Human Resources, Public Affairs, Information Technology and Legal/Government Affairs Section functions.
- Establish and maintain effective working relations with directors and administrators of other public entities and ensure their understanding and implementation of agency policies and procedures.
- Prepare the Administration Division's budget and effectively manage the same on an annual basis.
- Prepare in depth written reports on all areas of operations and recommendations therein that will be useful in analysis and evaluation.
- Prepare the annual performance evaluations for non-union personnel directly supervised.
- Attend conferences and meetings to relieve the Executive Director of schedule restraints and make reports thereon.
- Assume the responsibility for the overall administration of the agency in the absence of the Executive Director.
- Provide daily direction and supervision to administrative staff within the Division.
- Prepare and submit complete, timely and accurate weekly and monthly reports.

Education and Experience:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree. An advanced degree in an applicable area is preferable.

Experience: Such as may have been gained through: considerable employment in the field of Wastewater Management and considerable employment in a senior staff capacity which had an impact on overall corporate or business activities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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Job Knowledge, Skills and Abilities:

A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in relieving the Executive Director of administrative details in connection with planning, coordinating, directing and controlling a regional wastewater agency's functions and program; the ability to make complex fact finding studies and prepare analyses and reports thereon involving functions, operations, programs and policies; matters requiring decisions and/or course of action in carrying out the agency's functions and programs; the ability to assist and advise in broad areas of agency policy development, implementation and coordination; the ability to prepare agendas for various meetings and/or conferences when directed; the ability to review correspondence and to supervise the operational aspects of the office involving both routine and high level administrative matters; and related capacities and abilities.

Supervisory Responsibilities:

Supervision Received: Works under the general direction of the Executive Director with wide latitude for the exercise of independent judgment and innovation.

Supervision Exercised: Responsibility for the daily operation of the following functions: Labor and Employee Relations, Human Resources, Government Affairs, Public Affairs, Information Technology and Legal as well as administrative staff within the Administration Division. In the absence of the Executive Director to review and oversee the operations of all agency activities.

Physical Demands:

- No physical exertion required
- Required to sit for long periods of time.