

FLSA: Exempt

WEST VALLEY SANITATION DISTRICT
OF SANTA CLARA COUNTY
DIRECTOR OF ADMINISTRATION AND INFORMATION SERVICES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Administration and Information Management Division which includes coordinating general accounting, auditing, human resources, purchasing, payroll, GIS/Mapping, assessment district administration and information systems; coordinates activities with other District officials, Divisions, outside agencies, organizations and the public; provides responsible and complex staff support to the Board of Directors and District Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Administration and Information Services** is the “At Will” administrative management level class which oversees all functions and operations of the Administration and Information Services Division and is responsible for originating, implementing, reviewing, interpreting and coordinating policies in the administration of a financial, administrative, human resources and information services operation. This classification is distinguished from the next lower classification of Finance Officer by the performance of overall Division management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the District Manager/Engineer. Exercises direct and indirect supervision over professional, technical and office support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Administration and Information Services Division activities and services, including activities associated with general accounting, auditing, purchasing, human resources, payroll processing, contract administration, district administration, fixed assets and District wide information systems; coordinates activities with other District officials, Divisions, outside agencies, organizations and the public.
- Develops, implements and maintains Divisional goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates and participates in the Division’s work plan; assigns work activities and responsibilities to appropriate Division personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

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- Oversees the selection, training and evaluation programs for all Finance and Information Services personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of Division personnel to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations and standards.
- Directs, coordinates and participates in all financial management and information system activities; coordinates, reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures to insure audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timelessness, accuracy and compliance with appropriate laws, ordinances and regulations.
- Directs and/or participates in the District's human resources processes, including recruitment, selection, benefit administration, and contract negotiations.
- Serves as a liaison with member agencies, city, county, District and special district agencies; provides responsible and complex staff support to the District Board, Board subcommittees and District Manager; develops recommendations for policies, laws, ordinances, resolutions and programs related to Finance and Information Services activities.
- Prepares, manages and coordinates the development of the Finance and Information Services budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; coordinates the District budget process; develops revenue forecasts and monitors expenditures on a regular basis.
- Serves as a resource for Division personnel, District staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Supervises and provides Board support services, the preparation of agendas, meeting materials, minutes and maintenance of records of action.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance, portfolio management and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard.

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Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Administration and Information Services**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in financial management, including at least three years in a responsible management capacity, and a Bachelor's degree in accounting, business administration, finance or related field.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

- Modern principles, practices and techniques of finance, human resources, employee-employer relations and information system administration, organization and operation; principles and practices; methods and techniques of supervision, training and motivation; principles and practices of general, fund, cost and governmental accounting; principles and practices of auditing and financial control; network based computer applications and design; applicable federal, state and local laws, codes and regulations, including those related to human resource management, employee-employer relations, purchasing and financial reporting; principles and practices of budget administration; modern office practices, methods and equipment, including a computer and applicable software.

Ability to:

- Plan, direct, manage and coordinate the work of the Finance and Information Services Division; develop and administer sound Divisional goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex human resources, employer-employee relations, financial and information system issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate Division personnel; facilitate group participation and consensus building; attend evening meetings as required; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

- Operate an office computer and a variety of word processing and software applications including a variety of complex financial and accounting programs.