



JOB DESCRIPTION

TITLE: Administrative Manager
STATUS: Non-Union/FLSA Exempt
GRADE: Grade 18

JOB SUMMARY:

Under direction of the M&O Director plans, directs, evaluates, oversees, organizes, manages, supervises and coordinates all administrative functions of the Maintenance & Operations Department including procurement, purchasing, inventory, budget coordination, records management, process improvement, management analysis, the computerized maintenance and management system (CMMS), and customer services. This position may perform, oversee, coordinate, or supervise other programs or projects relating to the maintenance and operation of the water distribution system, water quality, water meters, or wastewater collection.

REPORTING RELATIONSHIPS:

This position reports to the M&O Director. This position supervises support staff at M&O, and other positions as assigned.

ESSENTIAL DUTIES may include the following. Performs all other duties as required or assigned.

- Manages and participates in the development of goals, objectives, policies, procedures, guidelines, specifications, and priorities relating to assigned areas;
- Supervises, selects, trains, motivates, plans, directs, coordinates, and reviews work plans of assigned staff; assigns work orders, activities, projects, and programs; reviews and evaluates work methods and procedures; identifies and resolves staff problems and corrects deficiencies;
- Acts as the Department's procurement officer; communicates with suppliers, contractors, and department managers and staff regarding purchase requisitions, specifications, bids, contracts, orders, and related matters; drafts, edits, reviews, and interprets District as well as internal department procedures and guidelines, contract terms, and specifications; evaluates proposals bids, and quotes, and recommends purchases and contract awards;
- Oversees the control of all department inventory and related processes and procedures;
- Oversees all necessary functions related to CMMS; analyzes system use for the purpose of improving utilization, efficiency, and creating process improvement; trains employees on the use of the system; creates and develops reports;
- Cooperates with M&O Director, M&O Superintendent, Finance Department Staff, the General Manager, department managers, and employees to coordinated the bi-annual development of the department budget;
- Oversees department process improvement efforts; participates in the development of and drafts standard operating procedures or guidelines, internal policies, and other related documents;
- Acts as the Department's records manager ensuring compliance with all District requirements and all relevant public disclosure regulations;

- Coordinates other special projects/programs as assigned by the M&O Director.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of supervision, training and performance evaluation;
- Method and techniques of public procurement, purchasing, and inventory control;
- Public budget development and implementation;
- Computerized maintenance and management systems;
- Lean management or process improvement techniques;
- Washington State public disclosure rules and regulations;
- Maintenance and operation of water distribution, wastewater collection, water quality, water meter, and related systems;
- Safety rules, regulations and procedures;
- Pertinent Federal, State, and local laws, codes, and regulations.

Skills in:

- Developing goals, objectives, policies, procedures, and guidelines;
- Planning, organizing, and overseeing assigned work programs, including monitoring work schedules, regulatory requirements and progress reviews, providing guidance, developing goals and objectives, and providing direction;
- Analyzing problems, identifying solutions, and proposing actions;
- Administering, understanding, implementing, and analyzing computer software programs and specifically computerized maintenance and management systems;
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases;
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of progressively responsible experience performing related administrative functions for a similar public sector organization, and a bachelors degree in business administration, public administration or a related field. Experience in a water/wastewater utility and supervisory experience is a strong plus.

WORKING CONDITIONS:

Duties are performed primarily in an office environment. Infrequent field work may occur. Field work has frequent exposure to extreme weather conditions for extended periods of time, confined spaces, automobile traffic, various tools, and equipment. Work involves exposure to sewer systems, human waste, gases, fumes, loud noise, chemicals and pesticides.

PHYSICAL REQUIREMENTS

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.