

ADMINISTRATIVE MANAGER HIGHWAY AND TRANSPORTATION

DEFINITION

Under general supervision, is responsible for all business management activities in a major county department including supervision of staff engaged in accounting, purchasing and distribution of supplies, and may supervise clerical support staff; and performs related duties as required.

EXAMPLES OF DUTIES

Supervises the activities of administrative support personnel including responsibility for effective recommendations on hiring decisions, probationary decisions, disciplinary actions, performance evaluation, adjustment of grievances, lay-offs, training of new employees and development of current incumbents; develops departmental budgeting policy and procedures in compliance with state and county requirements; coordinates annual budgeting process; establishes and maintains an electronic data processing management information system for fiscal information, control and reports, and for control of personal and real property; determines accounting system requirements; may administer departmental invoicing activity including collections; may receive and disburse significant amounts of cash revenue; coordinates departmental position control system and serves as liaison with Employee Relations Division on processing of personnel documents and position control; coordinates departmental purchasing policies and procedures; collects information from divisions and assembles such information into departmental operational reports, as required; establishes and supervises the departments accounting system and serves as liaison with County Controller's Office and state officials on fiscal control and reporting activities; may supervise a clerical support staff.

EMPLOYMENT STANDARDS

Education and Experience: Requires a combination of training and experience equivalent to a Bachelor's degree in Accounting or Business/Public Administration and three years of professional level experience performing varied and responsible accounting or business management work in a fiscal support unit using electronic data processing systems. Prefer experience include the supervision of personnel.

Knowledges and Abilities: Thorough knowledge of accounting principles and practices including governmental internal service fund accounting, and of personal computer applications involving word processing and spreadsheet software; knowledge of principles and practices relating to personnel administration, budgeting, purchasing and electronic data processing applications; ability to learn and apply complex state and county guidelines relating to accounting, personnel, purchasing and management information reporting systems; ability to supervise staff involved in a variety of functions; ability to work well with other managers in a coordinative and assistive role.