



JOB TITLE: Administrative Services Manager
DEPARTMENT: Administration
REPORTS TO: District Manager
FLSA STATUS: Exempt

SUMMARY OF POSITION

This position is responsible for all administrative functions necessary for the Sanitary District to operate in accordance with applicable regulations and in an organized, effective, and efficient manner. This position provides assistance to all District staff and the Board of Directors. Work is performed under the direction of the District Manager but is carried out with a high degree of independent judgment in accomplishing the work and is held accountable for results. This is a District Safety-sensitive position in accordance with Arizona law.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Serves as District Benefits Coordinator, Substance Abuse Designated Employer Representative (DER), and Human Resources Coordinator, which serves to administer critical District functions including, but not limited to, employee health insurance, retirement plans, new hire screening and orientation, employee conflict resolution, drug testing program, Commercial Driver's License (CDL) requirements, personnel transactions, and worker's compensation claims.
- Responsible for District compliance with current employment laws and regulations. Advises District Manager and other Department Managers in employment relations and Human Resources best practices.
- Directs and oversees the work of Administrative Services and Billing staff including hiring, training, and evaluating performance.
- Oversees operation of all components of computer network system and arranges for maintenance and repair when required. Performs staff training in use of hardware and software. Researches and implements new software systems as needed related to administration, billing, and payment functions.
- Oversees District payroll including payment of taxes and payroll encumbrances and all quarterly and annual reports, including W-2 and W-3 forms.
- Maintains all District personnel records, including hiring, evaluation, licenses, certifications, disciplinary, and termination documents.
- Maintains, updates and reports as required OSHA's Summary of Work-Related Injuries documentation.
- Oversees coordination and documentation of District safety programs.
- Oversees operations and activity of Billing Department including billing and collection of District fees, database and customer account management and collection of delinquent accounts, including filing, and recording of liens.
- Oversees monthly reclaimed water billing, reporting, and payment of collected sales tax.
- Oversees accounts payable and accounts receivable including all journal entries, invoicing, deposits, employee purchasing accounts, and associated reports.
- Responsible for reviewing and approving general ledger coding of all purchases, approving, and signing all accounts payable warrants.
- Responsible for all banking, including acting as liaison to Maricopa County Treasurer, wire transfers and fund transfers.

- Assists District CPA with research projects, preparation of month-end and year-end reports, and audit preparation.
- Assists other sections with projects and any necessary reporting.
- Serves as administrator and coordinator for communications including VOIP phone system and cell phones.
- Oversees the procurement and maintenance of District facility services including uniform providers, cleaning companies, and building security systems.
- Oversees the administration of Property, Liability, Auto, Cyber and Worker's Compensation Insurance Policies.
- Oversees the maintenance and tracking of work order logs and preparation of any reports.
- Oversees the encroachment permit and abandonment request process.
- Oversees the production of District brochures and maintenance of web site.
- Oversees records management in accordance with state record retention requirements and District policy.
- Works on special projects with District Manager.
- Oversees orders for office supply and building maintenance supply inventories.
- Prepares and develops standard forms.
- Maintains and updates District Rules and Regulations, District Policy Manual, Employee Handbook and Procedures manuals for Administrative and Billing departments.
- Drives District vehicles in accordance with District policy as needed.
- Other tasks as assigned by District Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Equal Employment Opportunity (EEO)/Affirmative Action, Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA) regulations and other Federal, state, and local laws, rules, and regulations.
- Knowledge of and ability to apply principles of sound management and budget.
- Knowledge of computers, computer systems, and networks.
- Overall knowledge of various software applications.
- Knowledge of general office and accounting principles and procedures.
- Ability to investigate, coach, and resolve personnel issues in accordance with District policies.
- Strong customer service skills.
- Strong organizational skills and ability to prioritize.
- Ability to concurrently execute multiple tasks.
- Ability to make sound decisions.
- Ability to operate various office machines and equipment including copiers, specialty printers, facsimile machines, and postage meter machines.
- Knowledge of District functions.
- Knowledge of and ability to apply policies and procedures of the District.
- Knowledge of permitting process and fee schedule.
- General knowledge of required safety programs.
- Ability to read plat maps and sewer atlas.
- Ability to understand and follow oral and written instructions in the English language.
- Advanced knowledge of software programs and applications including Microsoft Office products and web-based programs.

- Ability to work cooperatively and professionally with all other District employees, vendors, and the public, even under adverse circumstances.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is primarily in an office environment and is performed with possible exposure to environmental conditions associated with operation of a water reclamation facility.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Sufficient strength to occasionally lift and/or move items up to 25 pounds.
- Ability to sit or stand for extended periods of time at a workstation typing on a keyboard, reading a computer screen, and operating a variety of standard office equipment requiring continuous or repetitive arm and hand movements and close vision work.
- Visual and muscular dexterity to operate a vehicle and a computer.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in business administration, accounting, human resources, public administration, or another related field.
- Ten years' general office and/or accounting experience.
- Five years' human resource experience.
- Five years' hands-on experience with computer systems and networks and an overall knowledge of various software applications.
- Five years' supervisory experience.
- Must possess a Society of Human Resource Management (SHRM) certification, or ability to obtain within 2 years of hire.
- Other combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening and background check.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.