

TITLE: Administrative Manager

REPORTS TO: Executive Director

DATE PREPARED: 8-07

POSITION GRADE & SALARY RANGE: The Administrative Manager position is a salaried exempt position.

SUMMARY: The Administrative Manager plans, organizes, directs, coordinates and manages the human resources and administrative support functions; develops and recommends policies to the Executive Director; develops the Administration department budget and oversees the employee benefits program. Additionally, the Administrative Manager supports the District's mission to protect public health and the environment to the greatest extent feasible through leadership, education, and services for residents and businesses in reducing and managing their solid waste in keeping with the District's Zero Waste Plan.

The following describe baseline skills expected of the Administrative Manager:

Written Communications – expresses facts and ideas in a succinct and organized manner

Oral Communications – expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas

Interpersonal Skills – considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations

Flexibility – is open to change and to new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity

Decisiveness – makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals

Leadership – inspires, motivates and guides others toward goal accomplishment; coaches, mentors and challenges colleagues and co-workers; adapts leadership styles to a variety of situations; models high standards of honesty, integrity, trust, openness and respect for the individual by applying these values to daily behaviors

Supervision – provides guidance and encourages professional development; coordinates, organizes, assigns and evaluates the work of staff, interns and volunteers. Establishes a work environment that encourages collaboration, creativity and leadership at all levels of the organization

Self-Direction – demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development

Technical Competence – understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise

Creative Thinking – develops new insights into situations and applies innovative solutions to make organizational improvements, designs and implements new and innovative programs/processes

Budgeting – assists in establishing annual budget; monitors the budget for marketing and communications materials and initiatives through analysis and interpretation of financial reports and relevant data; approves expenditures in keeping with District policies; may be responsible for authorizing and monitoring expenditures for material, staffing and operational expenses.

Supervision – may supervise program staff, interns, and temporary staff; expected to provide on-the-job training

Interprets and applies established policies and makes decisions. Typically focuses on local issues and operational concerns and may contribute on an organizational level.

Work may involve significant interactions with external customers (vendors, suppliers, organizational program participants and their contacts), grantor representatives, partnering enterprises and organizations and CVSWMD Board representatives.

Teamwork – is expected to encourage and organize collaborative opportunities for teamwork; may serve as a leader or participant on organizational teams

Direction at this level may involve information that is confidential – if disclosed it could have a moderate to serious impact

TYPICAL DUTIES:

- Other duties may be assigned by the Executive Director in addition to or in lieu of those stated here.
- The Administrative Manager identifies and administers legal requirements and uniform government reporting regulations affecting human resource functions and ensures policies, procedures, practices, equal employment opportunity and reporting are in compliance. S/he develops recruitment and selection efforts to fill vacancies; conducts or coordinates recruitments, selection and background investigations; provides and coordinates orientation to new employees; assists the Executive Director and staff with employer-employee relations; maintains the District's classification and compensation plan; develops and recommends personnel policies and policy revisions to the Executive Director; administers the employee benefit program; researches and compiles data to prepare analytical, statistical and board reports; and, assists the Executive Director with changes in payroll records and reporting.
- It is the Administrative Manager's responsibility to manage and/or coordinate the gathering, adapting, storage and distribution of financial, statistical and benefit related information within the District organization using information systems. S/he will specify, negotiate, recommend award of and oversee the contract for technology related professional services supporting of this work.

- The CVSWMD contracts for a variety of services, and it is the Administrative Manager's responsibility to oversee the process of soliciting proposals and/or quotes from qualified vendors in accordance with District policies, review submittals, negotiate and recommend award of final contracts. This may involve working with one or more staff members when the contract is for specialized services related to a specific program area or project. Maintaining contract records, establishing a schedule and process for contract negotiations, and working with staff and the board and/or sub-committees of the board to anticipate, plan, and implement contracting processes is part of these responsibilities.
- The CVSWMD is a union municipal district and inherent in the organizational structure is the ability to adopt ordinances related to solid waste management. It is the Administrative Manager's responsibility to manage the work related to these ordinances. This work is as follows: annual licensing of solid waste haulers; planning for and overseeing the annual audit of hauler licensing and reporting compliance by District Manager's Association enforcement auditor.
- The CVSWMD employs a team approach to management of the District. Collaborative endeavors are encouraged, and s/he may form and/or participate in ad hoc teams and manage collaborative work groups of internal and external participants.
- The Administrative Manager may be called upon to represent the District at various types of meetings. S/he will be expected to lead other internal meetings of the District. It is expected that s/he will attend District office meetings and various team meetings. Occasionally, s/he will be asked to attend meetings of the District Board of Supervisors, Executive Board, or Committees of the Board, Selectboard, City Council or local commission or committee meetings. The Administrative Manager must be capable of speaking in public and adequately expressing the mission and goals of the District. S/he must conduct themselves well in a public setting, even when there may be controversy present.
- The Administrative Manager will hire, train, supervise and mentor a bookkeeping/accounting staff and Data Management Assistant position as well as occasional temporary staff and/or interns for special projects. S/he will carry out these responsibilities in accordance with the organization's policies and applicable laws. Responsibilities in addition to those mentioned above include establishing a work environment in which the employee(s) have clear directions and opportunity to develop necessary skills to achieve the work expected of them. This includes: planning and directing work, appraising performance, rewarding and disciplining employees and addressing complaints and resolving problems.
- The Administrative Manager will coordinate the Annual Financial Audit process for the District. S/he will work with the Board Treasurer, Executive Director, bookkeeping/accounting staff and a contracted firm to accomplish the work.
- Providing specialized support to other managers and staff teams is a critical component of the Administrative Manager's position. Areas of specialization are: human resources, contract procedures, development and negotiations, grant management and reporting, data collection and management and management and related technology and systems development, and hauler reporting and enforcement of District ordinances.

- The Administrative Manager will provide staff support to the Financial Oversight Committee and the Lawrence Walbridge Reuse Fund Committee.

WORKING CONDITIONS

Work is performed primarily in an office setting. Public speaking may occur at meetings at sites other than the District office. Attendance at evening meetings may be necessary several times per month. Moderate levels of pressure and deadlines are part of this position's work environment. A flexible schedule is offered to assist individuals in blending the demands of this position into a reasonable lifestyle and a 40 hour schedule compressed into a 4 day work week in an acceptable expectation for this positions. A significant amount of independent judgment is exercised.

QUALIFICATION

A minimum of a Bachelor's degree from an accredited college or university is required. A Master's degree in public or non-profit administration or related field is preferred. Candidates may substitute up to 2 years work experience on a year for year basis in lieu of schooling.

Strong organizational skills are needed. Four years full time work experience in administration preferable for a government entity, not for profit, or environmental agency/organization is desired. Supervisory and/or management experience preferred.

The Administrative Manager is expected to have well-developed interpersonal and communication skills. Experience working with boards is beneficial.

The Administrative Manager will be able to read, research, comprehend, create and follow complex written and verbal instructions and documents. They will be able to write basic business documents such as correspondence, memos and reports as well as develop and present statistical and factual information in a manner that helps develop understanding of the information.

This position requires a self-motivated individual with leadership qualities capable of both instances of independent work and collaborative and team endeavors. Familiarity with team management, principle based management and a collaborative process is a plus.

Skill in operating basic office equipment is sought inclusive of computer proficiency. Experience using Microsoft Office based software including Word, databases (particularly Access), spreadsheets (particularly Excel) and Quick Books Pro is a plus.

A valid Vermont driver's license is necessary.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.