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**DIRECTOR OF ADMINISTRATIVE SERVICES
FLSA Exempt / Full-Time Position**

POSITION SUMMARY AND KEY FEATURES:

Under general supervision this position will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency and safety. Employee will maintain safe custody of, and assist in, the preparation, storage and retrieval of official District records, including Board meeting agendas, ordinances, resolutions, proclamations, contacts and legal public notices. Varied, complex and technical support will be provided to the Chief Executive Officer, Board of Directors and Legal Counsel, in addition to exercising discretion and independent judgment with respect to various matters of significance within the budgetary and other parameters established by the Board of Directors. This includes, but is not limited to, building relationships with other local agencies and community partners, implementing an advertising and marketing plan, preparation and presentation of a proposed annual District budget, major equipment/furniture procurements (within approved budget), management over the implementation of all aspects of District's annual grants program, coordinating District elections, preparation of governing body meeting agenda materials and draft agendas, assisting the outside auditor with annual District financial audits, coordination of periodic training for incoming and existing Board members, and ensuring timely communication in response to all requests from the public, the Board, vendors and others. This full-time position requires at least forty (40) hours of work each week.

MAJOR POSITION RESPONSIBILITIES (illustrative only):

To the extent needed by the District, services rendered shall include, but are not limited to:

1. Preparation of proposed annual budget for Board consideration;
2. Preparation and implementation of advertising and marketing plan;
3. Building relationships and goodwill with other local agencies and community partners for the benefit of the District;
4. Monitoring of property tax disbursements from Tulare, Kings and Fresno Counties;
5. Oversight of timely preparation and processing of all year-end reports, payroll W-2's and payroll tax filings;

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6. Formulation and implementation of a District records destruction program which complies with applicable laws and contractual requirements;
7. Manage coordination of Board meetings, including preparation and posting of Board meeting agendas and agenda packets, as required under the Brown Act;
8. Manage and process all account payable(s) (“AP”) and account receivables (“AR”), and associated recordkeeping for audit purposes;
9. Responsibility for all bank deposits;
10. Manage District’s account with the Local Agency Investment Fund (“LAIF”);
11. Cash and accounts reconciliation;
12. Preparation of general ledger (“GL”) month-end and other journal entries;
13. Prepare month-end and fiscal year end financial reports;
14. Procurement, including negotiation with potential vendors, preparation of requests for proposals and purchasing of needed furniture, equipment and supplies, within approved annual budget, expenditure policy limits and other legal parameters;
15. Manage and monitor annual District Grant cycle which includes review and analysis of quarterly and final reports from grantees;
16. Monitor and maintain District website compliance by providing current public information, board meeting agendas, documents and pertinent information.
17. Serve as District’s general corporate secretary and provide assistance to the Board Secretary, in the capacity as Deputy Board Secretary; Duties of Deputy Board Secretary shall be limited to only the preparation, maintenance and/or signing of the Board meeting minutes, resolutions, agendas and notices, and attesting to certified copies of the same;
18. Maintain, organize and certify copies of all District records, including administrative, financial and medical records;
19. Propose and ensure preparation of necessary Board policies, resolutions, rules, regulations or other Board decisions;

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20. Assist, and perform duties delegated or otherwise assigned by Chief Executive Officer (“CEO”) or Board of Directors;
21. Ensure District’s compliance with the Health Insurance Portability and Accountability Act (“HIPPA”) in handling archived medical records;
22. Oversight of all needed maintenance, supplies, equipment, bills, and errands of the District;
23. Manage relationships with District vendors, service providers, tenants and landlord.

QUALIFICATIONS:

Experience

Minimum of four (4) years of experience in a secretarial position, preferably in the health care industry or with a public agency, is required.

Required Knowledge/Skills/Abilities

Excellent organizational, communication and public relations skills, including the ability to interact well with diverse groups of people, is required. Proficiency with computer systems is required, including certain web-based applications and certain Microsoft Office applications which may include Outlook, Word, Excel, PowerPoint and/or Access. Experience using QuickBooks and/or other accounting software, as well as experience in updating and managing websites.

EDUCATION:

High school diploma or equivalent is required. Associates or higher degree preferred.

COMPENSATION:

Rate of compensation depends upon qualifications. The Board of Directors shall set all compensation and benefits. This position is exempt from overtime compensation.

OTHER:

Each new hire candidate who is offered employment must pass a physical evaluation, drug screening and pre-employment background check before starting employment.

This position is only under the direct supervision and control of the District’s Chief Executive Officer, whether acting in such capacity on an interim basis or in a full-time capacity (“CEO”). No single member of, nor a collective majority of, the District’s governing Board of Directors shall have any direct supervision or control over this position. A collective majority of the District’s governing Board of Directors shall have

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collective authority to vote to assign tasks to this position which shall be carried out only under the direct supervision and/or control of the CEO.