

CITY OF HARRISONBURG
invites applications for the position of:

Administrative Services Manager

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$25.17 - \$28.95	\$2,013.60 - \$2,316.00	\$4,362.80 - \$5,018.00	\$52,353.60 - \$60,216.00

OPENING DATE: 06/14/21

CLOSING DATE: 06/28/21 05:00 PM

DESCRIPTION:



Do you have considerable experience providing administrative/business services support and want to make a direct impact on the local community by being part of the Parks and Recreation Department's Leadership Team? If so, consider applying for the Administrative Services Manager at Parks and Recreation!

The Administrative Services Manager is a full-time exempt position with benefits and a preferred hiring range of \$25.17 - \$28.95 per hour (equivalent to \$52,353 - \$60,216 annually). The ideal candidate for this position will perform administrative duties, supervise assigned full-time and part-time employees in various divisions within the department, and serve on the Department's Leadership Team, which is responsible for strategic planning and other related duties.

Management Duties

- Manages the preparation of the divisional annual budget in coordination with the department director and assistant director, including data input, budget narrative, divisional organizational charts, salary projections, and other related statistical/financial reports;
- Manages department petty cash and purchase/credit cards and associated processes, including policy development on the department's financial process policy;
- Manages department records retention process, maintaining appropriate support documentation, including policy development on the department's records retention policy.

Oversight Duties

- Oversees department human resources functions and staff, including payroll processing and filing for workers' compensation and liability claims;
- Oversees department customer services functions and staff, including but not limited to: assisting in the hiring process; training; supervising and evaluation of staff positions; discussing job assignments and requirements and adjusting work schedules and assignments;
- Oversees the management of service billing, accounts receivable, accounts payable and other financial/budgetary recordkeeping and reporting processes;
- Prepares or oversees the preparation of purchase orders, check requests, requisitions, contracts, and related correspondence regarding City purchasing policies.

Additional Duties:

- Recommends and participates in the development and implementation of goals, objectives, policies and priorities for training of staff;
- Reviews internal business practices and makes recommendations and decisions using and interpreting guidelines, procedures and City ordinances to improve processes;
- Develops administrative support work plans to accommodate new programs, modifications of existing programs and special projects;
- Responds to complex problems or complaints for both external and internal customers;
- Assists departmental employees in the use of enterprise system software, including RecTrac, iSolved, Vector Solutions, SiteHawk and more;
- Prepares RFPs and RFQs in addition to performing other procurement tasks, including organizing pre-proposal conferences;
- Coordinates and monitors contracts, reviews invoices, prepares or oversees the preparation of payments, and ensures contractual requirements have been met;
- Tracks and monitors divisional expenditures ensuring spending remains within budgeted levels and works with division supervisors to resolve any discrepancies or problems;
- Computes, analyzes and files budgetary, financial and statistical procedures;
- Provides clerical support for Parks and Recreation Advisory Board meetings, following procedures and guidelines as set forth by the City of Harrisonburg.

Physical Requirements: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Minimum Requirements:

- Undergraduate degree from an accredited college or university with a major in business administration, business management, accounting or similar, required.
- Considerable (3-5 years) experience providing administrative/business services support and supervising the work of others, required.
- Prior experience with personnel/payroll related software systems, financial systems and records retention, highly preferred.
- Prior experience participating in a team-oriented work environment, preferred.

The ideal candidate should have:

- Knowledge of:
 - Effective supervision and management/leadership techniques including development/training and conflict resolution;
 - Principles, standard administrative support/accounting practices and procedures of fiscal and statistical record keeping and reporting.
- Ability to:
 - Use basic administrative/office software including Microsoft Word, PowerPoint, Access and Excel and data management-type software;
 - Think critically and analyze and resolve challenges;
 - Plan, direct and supervise the work of others;

- Organize and prioritize multiple tasks and projects effectively and efficiently and set and meet deadlines;
- Establish and maintain effective working relationships with City officials, other public officials and representatives, employees and the general public.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

Application Deadline: All candidates must submit a complete City of Harrisonburg online employment application by 5:00pm EST on June 28, 2021 in order to be considered. All fields must be completed on the application, to include work experience, duties and education. Resumes may be attached to your online application as supplemental information only. Incomplete applications will not be accepted.

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5167 - (June 2021)
ADMINISTRATIVE SERVICES MANAGER
CM

OUR OFFICE IS LOCATED AT:
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