

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**August 2014**

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.*

**JOB TITLE: Administrative Services Director**

**FLSA: Exempt**

*Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.*

**SUMMARY**

Performs professional administrative work related to the business, fiscal, and personnel activities of the Authority.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Directs the Administrative Services Division.
- Coordinates and supervises the activities of Material Services and Human Resources staff.
- Develops and administers personnel functions, including recruiting, hiring, employee benefits program; provides direction and administers disciplinary procedures throughout the organization.
- Directs staff and oversees the development of the annual Administrative Services Division budget.
- Participates in the process for tracking fixed assets, in conjunction with other Divisions of the Authority.
- Coordinates the preparation of contracts, contract implementation and bidding process.
- Coordinates the obtaining of and assists SVCW personnel with insurance-related matters.
- Coordinates, prepares, reviews and oversees distribution of Commission Agenda.
- Interprets, provides direction and applies Authority's rules, policies and procedures, Memorandum of Understanding, and local, state and federal laws.
- Coordinates employee relations activities; provides assistance to management, supervisors, and staff in the interpretation of Human Resource policies and procedures.

- Researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other personnel practices.
- Maintains confidential personnel files, and other sensitive employee records.
- Administers and directs a comprehensive benefits program; acts as a liaison with benefit carriers in contract negotiations.
- Directs and oversees the planning and conducting of various training and needs assessment activities.
- Develops and revises policies, procedures, and programs related to, human resources, materials services, asset management and general administration.
- Provides support for labor relations matters.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Builds and maintains positive working relationships with co-workers, other Authority employees, and the public.
- Provide staff support in complex, sensitive, or difficult human resources related assignments requiring a high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations, and contractual agreements.
- Performs a variety of other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Silicon Valley Clean Water policies and procedures.
- Principles of public administration including human resources, budget, business statistics, management and administrative methods, and personnel administration.
- Applicable laws, regulations, and contractual agreements pertaining to all aspects of the position.
- All federal and state regulations pertaining to personnel i.e. COBRA, FMLA, CFRA, PDL, FLSA, ADA.
- Laws applicable to SVCW contained within CA Codes; e.g., Public Contracts Code, CA Government Code, Business and Professions Code.
- Basic insurance-related matters as pertains to human resources and public contracts.
- Basic principles of mathematics, filing and record keeping.
- English usage, spelling, grammar and punctuation.
- Letter and report writing; proper grammar, spelling, and vocabulary.

- Modern office methods and procedures.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

**Ability to:**

- Plan, organize, and direct the work of a comprehensive and complex division.
- Communicate effectively verbally and in writing in English.
- Perform arithmetical calculations correctly.
- Analyze data and design effective administrative control systems.
- Interact positively and cooperate with co-workers and supervision, work as a team member, function effectively under demanding time pressures.
- Compile, summarize and maintain accurate records and files.
- Prepare clear and concise reports, correspondence and other written materials from brief oral or written instructions or prior materials.
- Use initiative and independent judgment within established procedural guidelines.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with people inside and outside of SVCW.
- Provide staff support in complex, sensitive, or difficult human resource related assignments requiring a high level of independent judgment and strong analytical skills.

**EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

Bachelor's degree with major course work in public administration, business administration, or human resource management.

Five or more years of supervisory experience in business, public administration or human resources.

**CERTIFICATION and LICENSING:**

Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards.

Human Resources certification is highly desirable; examples are PHR (Professional in Human Resources); SPHR-CA (Sr. Professional in Human Resources); GPHR (Global Professional in Human Resources); completion of San Francisco State University's certification program in Human Resource Management amongst others.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel office related items. This

includes the reaching out with hands and arms. Employee must be able to speak clearly and listen effectively in order communicate and relay information.

The employee is occasionally required to stand, walk and use stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

Specific vision abilities required by this job include ability to adjust focus to read, use computer, and accomplish other work items required of the position and ability to distinguish colors.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The position is located at a wastewater treatment facility where the noise levels can vary and the air may contain odors.