

CLASS SPECIFICATION
Water Administrative Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, manages and integrates the work of staff engaged in providing employee training and development, organization development and property management services to the Water Bureau and in coordinating human resources management, employee relations, diversity development, information technology services, contract administration, and other related administrative support services; coordinates resolution of issues, and develops and implements policy and procedures in assigned areas; monitors unit performance; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Under general supervision, the Water Administrative Manager manages various administrative bureau functions, including property acquisition and management, organization development and workplace excellence and employee training and development. Incumbent also serves as the bureau liaison to BHR, BTS and BIBS on a variety of issues including recruitment, diversity development, personnel and labor issues, information technology support, and contract administration. Responsibilities and assignments require the ability to develop and integrate policies and procedures to meet service needs and bureau strategic goals in assigned areas effectively and efficiently.

Water Administrative Manager is distinguished from other administrative managers in that the former manages a unique variety of administrative services for the bureau. It is distinguished from positions in the Business Operations job family in that incumbents in that family typically have responsibility for one or more bureau-wide budget, finance or accounting functions, in addition to other administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned program or project staff; develops, implements and monitors work plans to achieve City or bureau program goals and performance measures; develops and monitors performance against the program budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau program goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Manages the Water Bureau property inventory, property management, property acquisition and grounds maintenance functions which ensure the maintenance of Bureau's properties, execute easements, and maximize the use of Water Bureau facilities; develops the Hydro Parks program (use of bureau property for public use); manages contracts and intergovernmental agreements related to Water Bureau property.

Serves as Water Bureau's liaison to the Bureau of Human Resources(BHR) on personnel issues, labor issues and delivery of human resource services to meet bureau needs; ensures appropriate processing of BHR paperwork and OFLA/FMLA requests;

5. Coordinates and participates in the Labor/Management process; provides administrative staffing of Labor/Management Committee (LMC); implements LMC directives and decisions.
6. Serves as Water Bureau's liaison to the Bureau of Technology Services (BTS) on delivery of information technology services to support bureau operational requirements and on overall computer issues; represents the bureau in the development of the bureau's technology plan to help ensure that bureau technology needs will be met; oversees technology support and resources for bureau; manages technology budget for the bureau.
7. Manages the Bureau's training, succession planning, organization development, and employee development functions; develops recruiting and retention strategies.
8. Oversees bureau's contracting efforts to ensure MWESB goals are achieved.
9. Manages the bureau's recruitment, internship and diversity outreach functions; develops strategies for attaining Affirmative Action placement goals.
10. Supervises, analyzes, and participates in studies of bureau operational and administrative processes to identify process, productivity and cost improvements; and recommends changes.

11. Represents the bureau in meetings with City officials and staff; works directly with Commissioner-in-Charge in areas of responsibility; presents information to City Council; contributes to Bureau decisions as a member of the Water Bureau Management Team.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of public administration, including human resource management, employee and labor relations, purchasing, contracting and maintenance of public records.
2. Basic principles of real estate transactions.
3. Budgeting principles and practices, including preparation and monitoring.
4. Principles and practices of project management and development of internal controls.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Use of personal computing equipment and standard word processing, spreadsheet, and database software.
7. Principles and practices of effective management and supervision including matrix-based management techniques.
8. City human resources rules, policies and procedures; and labor contract provisions.
9. Thorough knowledge of Labor/Management relations.
10. Thorough knowledge of diversity development.
11. Thorough knowledge of employee training and development techniques.
12. Thorough knowledge of organization development principals and practices.

Ability to:

1. Plan, organize, manage and direct a variety of functions.
2. Supervise, direct, train, develop and motivate staff.
3. Analyze, evaluate and make sound recommendations on complex operations.
4. Understand, interpret, explain and apply City, state, and federal policies, laws, regulations and court decisions applicable to areas of responsibility.
5. Apply creativity and flexibility in problem solving to complex and/or sensitive issues and problems.

6. Prepare clear, concise and comprehensive reports, correspondence, studies and other written materials.
7. Present proposals and recommendations clearly, logically and persuasively in public meetings.
8. Represent the Bureau on a variety of issues and negotiate effectively.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Effectively manage and organize office support resources and procedures to meet bureau needs.
12. Establish and maintain effective working relationships with all levels of City and bureau management, other governmental agencies, employee, and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resource management or a closely related field; and at least five years of progressively responsible human resource management and administrative experience, at least two years of which were at a supervisory level; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 12-20-2006
June 2009 - Change Job Class number from 7108 to 30000438, due to system change.
Revised: 8-20-13: Updated duties to more accurately describe position.