



SIERRA NEVADA CONSERVANCY

Classification: Administrative Services Manager (Staff Services Manager II)
Position Number 415-001-4801-001
Duty Statement
\$5,576 - \$6,727

The reporting location for the Staff Services Manager II position is at the Sierra Nevada Conservancy (SNC) Headquarters Office located in Auburn, CA. The position functions are performed under the general direction of the Executive Officer and Assistant Executive Officer and encompass the full range of management duties relating to a variety of staff services functions and reflects a new program/department; under development; has a full range of administration functions; political sensitivity; Governor's Office interest regarding the Conservancy's bond funding and grant programs. The duties include developing and implementing administrative policies, procedures and practices as well as, audit and compliance. This position serves as the Conservancy's expert and coordinator for the various administrative functions. In addition, this position acts as the Conservancy's Personnel Officer, Labor Relations Officer, EEO Officer, Budget Officer and Chief Information Officer.

All work to be completed and accomplished in accordance with the Sierra Nevada Conservancy's Strategic Plan; the State Administrative Manual, Bargaining Unit agreements; and all applicable laws, rules and regulations.

60% Participates as a full member of the Management Team and provides management and supervision to subordinate professional and clerical staff. Reviews and evaluates the staff's work product to ensure correctness and compliance with policies and procedural requirements in the following:

Budgets, Fiscal including accounting functions, Business Services including contracts, procurement, and facilities, Information Systems, Human Resources including personnel, labor relations, staff development and training, EEO Officer, Management Analysis, Workforce Planning and Special Projects.

15% Advises the Executive Officer and Assistant Executive Officer on administrative functions, Board related matters and coordinates with control agencies to resolve the most sensitive and complex program issues; provides consultation to program managers and supervisors on rules, regulations policies and issues relating to program responsibility; consults and advises management on disciplinary action and oversees the preparation of adverse actions.

25% Develops and implements new Conservancy programs and procedures. This position has a significant role in monitoring policies and procedures to ensure compliance.



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DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, practices and trends of public and business administration, including management and supportive staff services such as budget, personnel and labor relations, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration of the Conservancy's mission, goals and policies; governmental functions and organization and state and local level; Conservancy's Affirmative Action Program objectives and a managers role in Affirmative Action.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise executive staff and managers on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively use all available resources; and provide for staff development.