



Administrative Division Manager

Classification: Program Manager III	Reports to: CRESA Director
Division: Administration	Direct Reports: 3-5 staff includes Public Records, Human Resources, Accounting, & Administrative Office Staff
FSLA: Exempt	Salary Range: 831

This position manages the administrative functions for the Agency that includes Accounting, Finance, Public Records, Administrative Office and Human Resources. The position's key role is to ensure that the Administrative department functions smoothly and effectively in these and other areas to support operations of the Agency and other Divisions. Job responsibilities involve complex program management, budgeting, development and implementation. This position interprets, monitors, adjusts and implements policies and procedures; provides supervision and direction to staff; works independently and uses considerable discretion. Work is performed under general direction of CRESA's Director.

Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Manage the full range of daily and long-term activities related to the Agency's Accounting, Finance, Human Resources, Public Records and Administrative Services.
- Establish and implement division and program missions, objectives, priorities and quality assurance.
- Develop and implement policies, procedures, job assignments, staff authority and responsibility.
- Establish and monitor division and program structure, staff assignments, budgets and resources.
- Plan and manage long and short term budgetary needs for the agency; develops, documents and presents budgetary and expenditure proposals; monitors expenditures and department performance against the approved budget and general cost-effectiveness standards; ensures that fiscal policies, procedures and records are consistent with Federal, State and County requirements and contemporary accounting standards.
- Develops and manages administrative operations including administrative files and records, account payable and receivable, Governing Board correspondence, purchasing and supplies, contracts, customer service activities and others .
- Provide effective management and leadership to direct reports that includes hiring, training and performance management.
- Participate as an integral member of CRESA's management team.
- Heads and participates in the Agency's Finance Committee.
- Agency delegate for WCIA (Washington Cities' Insurance Authority).
- Serves as the focal point for the Agency for insurance liability and property damage.
- Prepare and present information including staff reports, requests for proposal, decision packages.
- Recommend, develop and implement program and policy changes.
- Respond to requests for information and advice regarding division systems and services.
- Oversee the investigation and resolution of complaints and/or inquiries.
- Oversee division and/or Agency projects from inception to completion.
- Review and provide feedback on Agency wide processes development and implementation.
- Provide information and assistance to other departments, outside agencies, and the public as necessary.
- Perform sensitive and confidential duties in the course of work or on behalf of the Agency Director.
- Serve as acting Director in the Agency Director's absence, as assigned.
- Identify and recommend improvements to program systems and procedures.
- Attend conferences, conventions or other various meetings and trainings to stay up-to-date on trends in government accounting, public records, and general customer services, policy and procedures.
- Participate as needed during emergencies, including emergency operations center activations.
- Develop and maintain excellent working relationships with all staff, CRESA Board and CRESA Finance Committee, user agencies, the public, etc.



- Serve as a liaison with Clark County Auditor's Office, Treasurer's Office, and other County Agencies
- Serve as CRESA liaison with user agencies, stakeholders and the community regarding the Agency's Administrative Duties.
- Performs related duties as assigned.

Qualifications

- Bachelor's degree in business administration, public administration or a related field. Additional responsible program management and operations experience may substitute on a year-for-year basis for the educational requirement.
- Four years of progressively responsible administrative management experience, including program operations, fiscal oversight or human resource management. Experience should demonstrate considerable knowledge and ability in each of the functional disciplines involved (finance, accounting, human resource, etc.) as well as professional-level decision making and supervisory expertise and skill. Experience exclusively in administrative support roles will be considered provided the candidate demonstrates the analytical and supervisory skills required.
- CRESA's specific equipment and/or procedural expertise is not a pre-requisite, though an incumbent must demonstrate sufficient knowledge and understanding of CRESA's operations to come up to speed quickly, understand staff responsibilities, and be an effective resource to staff persons who are technical and subject-matter experts.
- Successfully pass pre-employment reference and criminal history checks.
- Any combination of education and experience that provides an applicant with knowledge, skill and ability to successfully perform the job will be considered.

Knowledge of: contemporary management theories, practices and techniques in each of the functional areas above which falls within current or potential responsibilities of the position; relevant financial and legal requirements; the mission, services and challenges of the department to which assigned. Principles, practices and techniques for public sector organizations, including accounting, budgeting, purchasing, management and public record maintenance. Project management principles and practices, including research, analysis and development. Relevant laws and regulations. Principles and practices of sound business communication and administrative technology.

Ability to: plan, direct and effectively supervise the work of professional, administrative and support staff; develop and maintain effective working relationships at all levels within and outside of the department. Define issues, analyze problems, evaluate alternatives and develop sound and recommendations. Organize, set priorities and exercise sound independent judgment within areas of responsibility. Understand, interpret, apply and explain relevant policies, procedures, laws and regulations. Prepare clear, concise and comprehensive reports and materials. Establish and maintain positive, proactive and professional working relationships at all levels. Communicate effectively and present information clearly, logically and persuasively. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.



Physical / Sensory Requirement: the following characteristics describe the most common ways this position’s essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision. 	Daily	Important
<ul style="list-style-type: none"> • <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance. 	Daily	Important
Hearing	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>General / Broad Hearing.</i> Differentiate and comprehend: <ul style="list-style-type: none"> ○ Audio effects or noises (ambient or intrusive) of pitch, volume or tone within the ‘normal range’ ○ Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the ‘normal range’ ○ Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance. 	Daily	Important
	Daily	Important
	Daily	Important
Speech	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture. 	Hourly / Constantly	Very Important
Touch	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc. 	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> • <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object. 	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> • <i>Grasp.</i> Seize and hold object with fingers, palm, arms. 	Daily	Important
<ul style="list-style-type: none"> • <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs. 	Weekly / Monthly	Slightly Important
<ul style="list-style-type: none"> • <i>Push / Pull.</i> Exert force to move objects towards or away self. Typical pressure doesn’t exceed 20 lbs. 	Weekly / Monthly	Slightly Important
Physical Coordination	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Sit.</i> Remain in seated position to accomplish work. 	Hourly / Constantly	Important
<ul style="list-style-type: none"> • <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work. 	Weekly / Monthly	Slightly Important
<ul style="list-style-type: none"> • <i>Walk.</i> Move about or travel on foot to accomplish work. 	Daily	Important
<ul style="list-style-type: none"> • <i>Drive.</i> Operate a motor vehicle to get oneself or others to and from various work locations. 	Weekly / Monthly	Slightly Important
Working Memory	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Audio Memory.</i> Retain and retrieve information gained via audio sources. 	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> • <i>Visual Memory.</i> Retain and retrieve information gained via visual sources. 	Hourly / Constantly	Very Important
Comprehension	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information, then quickly and correctly apply knowledge to work or situation. 	Weekly / Monthly	Very Important
<ul style="list-style-type: none"> • <i>Complex Comprehension & Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation. 	Weekly / Monthly	Very Important
Environmental Working Conditions	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions. 	--	--



Level of Physical Activity	Frequency	Criticality of Requirement
<ul style="list-style-type: none"><i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met.	Hourly / Constantly	--

EQUAL OPPORTUNITY EMPLOYER

CRESA is an equal opportunity (EEO) employer and does not unlawfully discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, marital status, disability, genetic information, veteran status or any other basis prohibited by federal, state or local law. Recruitment processes are conducted to ensure open competition, equal employment opportunity and prohibit discrimination. Women, minorities, veterans, and persons with disabilities are encouraged to apply. CRESA will provide reasonable accommodation for persons with disabilities during the selection process if requested. Applicants are responsible to notify the Human Resources Manager of the accommodation needed at the time of application or at least two days prior to the date needed. For an alternate format of this information, contact ADA Compliance Office: (360) 992-9205. Washington Relay Service – 7-1-1 or (800) 833-6368

IMMIGRATION LAW NOTICE

Only U.S. Citizens and aliens lawfully authorized to work in the United States will be hired. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.