



Superior Court of California
County of Calaveras

Administrative Services Manager

POSITION DEFINITION:

Under general supervision from the Court Executive Officer, this management position is responsible for the development, coordination, management, and goal setting of the fiscal, human resource and facility functional areas of the court.

DISTINGUISHING CHARACTERISTICS:

The classification of Administrative Services Manager is a confidential, exempt, at-will position. Persons in this position are responsible for administrative and/or operational functions of the court. This position has management responsibility for assigned areas, including personnel, preparation and administration of budgets and facilities.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS OF ADMINISTRATIVE SERVICES MANAGER:

1. Employee must have proficient knowledge of:
 - a. Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
 - b. Considerable knowledge of general office and court procedures.
 - c. Ability to supervise others involved in related activity; interpret and explain related laws, policies and procedures; analyze unusual situations and resolve through application of policy;
 - d. Principles and practices relating to court operations, such as legislative analysis and advocacy; budget administration; human resources and management; qualitative and quantitative research and analysis; or trial court policies and procedures.
 - e. The California judicial system and court operations and procedures.
 - f. Problem-solving and conflict resolution methods and techniques.
 - g. Principles and techniques of preparing effective written and oral presentations.
 - h. Principles of court personnel administration
 - i. Laws relating to employment, and labor relations
 - j. Principles of administration, budget and grant accounting
 - k. Safety issues and principles of risk management.
 - l. Facilities troubleshooting and maintenance.
 - m. Regulations and procedures governing building maintenance and safety.
 - n. Court procedures for contract administration and procurement.

2. Employee must have the ability to:

- a. Manage programs and staff.
 - b. Develop and implement goals, objectives, policies, procedures, and work standards
 - c. Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
 - d. Translate goals, objectives, and policies into day-to-day operations.
 - e. Use initiative and independent judgment within general policy guidelines.
 - f. Establish and maintain effective working relationships with those contacted in the course of the work.
 - g. Apply problem-solving and conflict resolution methods and techniques.
 - h. Communicate effectively in English, orally and in writing.
 - i. Use tact and discretion in dealing with those contacted in the course of the work.
 - j. Interpret and explain related laws, policies and procedures
3. Employee must have and maintain the following certifications/licenses:
- a. A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.
4. Employee must not contribute to or create a hostile work environment:
- a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
 - b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, and the public.
5. Employee must have the following minimum experience or training:
Any combination of experience and education that would provide the required level of knowledge, abilities and certification is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Equivalent to graduation from an accredited college or university with a bachelor's degree in accounting, finance, personnel management, business or public administration or a closely related field. Additional years of experience working in a State Trial Court related position may be substituted for the education on a year for year basis.

6. Employee must fulfill the following special requirements:
- a. Sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators copiers and FAX machines;
 - b. Tolerate exposure to defendant's and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people.
 - c. Physical ability to lift and carry objects weighing up to 30 pounds without assistance.

TYPICAL DUTIES ASSIGNED TO ADMINISTRATIVE SERVICES MANGER:

Depending on assignment, duties may include, but are not limited to, the following:

- Plans, organizes, directs and coordinates directly and/or through subordinate staff the fiscal and human resource operations and functions of the court.

- Develops, implements, and interprets financial policies and procedures; ensures that financial policies and procedures are in accordance with applicable laws, requirements, and governmental accounting and reporting practices.
- Prepares complex studies, projects and reports pertaining to financial planning, budget projections, and the protection of court assets; oversees the preparation of standard monthly, quarterly, and annual reports.
- Manages the functions of accounting, budgeting, payroll, purchasing, revenue, and financial information systems.
- Provides advice and consultation regarding the court's financial resources, policies, and procedures.
- Plans, organizes, and administers the court's comprehensive human resources program including recruitment, selection, classification, compensation, benefit planning and administration, personnel transactions and records, equal employment opportunity, labor relations, safety, and workers compensation
- Develops, implements, and interprets court human resource policies, programs, and procedures; consults with and advises managers and supervisors of their human resource management responsibilities and the application of court personnel policies, standards, and procedures.
- Assists executive management in negotiations with employee organizations.
- Oversees the discipline and grievance processes, and the performance management program.
- Develops, implements and monitors compliance with the court's risk management, safety, and equal employment opportunity programs.
- Performs supervisory duties, including hiring and training staff, assigning work, conducting performance evaluations, participating in disciplinary actions, and resolving employee grievances.
- Conducts administrative studies to evaluate effectiveness, define problem areas, and develop recommendations for solutions.
- Researches, develops, administers, and implements projects and grants.
- Overseeing internal cash controls, cash dispositions, bank accounts and trust accounts
- Conducts workplace investigations as necessary
- Responds to requests related to janitorial, building maintenance and furniture related requests.
- Coordinate with the appropriate agencies and private vendors for repair, replacement or janitorial services.
- Performs other duties as assigned.