



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

BUSINESS RESOURCES UNIT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage, supervise, coordinate, and oversee the activities and operations of a unit which serves District wide or division level business service; to ensure function compliance with applicable regulations, policies, procedures, laws, and guidelines; to coordinate assigned activities with other units, groups, and outside agencies; and to provide highly responsible and complex staff assistance to the Unclassified Officer assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Unclassified Officer.

Exercises direct supervision over professional, technical, and clerical staff assigned to unit.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assume management responsibility for the operations, services, and activities of an assigned unit within a District division.

2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Confer with higher level management staff regarding assigned unit issues and policies; prepare and recommend long-range plans for assigned unit services.
6. Manage and oversee the preparation of periodic, financial performance, tracking, special and technical reports as requested by higher level staff.
7. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and participate in the development and administration of the unit's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
9. Oversee the development of unit's strategic plan or applicable programs, e.g., quality improvement, benchmarking programs as necessary for the unit.
10. Serve as the liaison for the assigned unit with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
11. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
12. Provide responsible staff assistance to the Unclassified Officer.
13. Conduct a variety of organizational and operational studies and investigations; recommend modifications to unit programs, policies, and procedures as appropriate.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the area of business administration.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Technical aspects of the assigned unit to the degree necessary to effectively manage and accomplish established objectives.
Principles and practices of program development and administration.
Operations, services, policies, and procedures of the District.
Principles, methods, and techniques of effective leadership.
Principles of business letter writing and basic report preparation.
Principles and practices of budget preparation and administration.
Principles and practices of employee relations and related labor laws as assigned.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.
Principles and practices of strategic plan development, e.g., quality improvement, benchmarking programs.

Ability to:

Oversee and participate in the management of the assigned unit.
Oversee, direct, and coordinate the work of lower level staff or staff assigned on a project basis.
Work with internal and external customers to effectively accomplish the objectives of the unit.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of unit goals, objectives, and procedures.
Effectively administer budget, personnel, and administrative issues in the unit.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible public sector, water industry, public utility or related experience including three years of responsibility providing lead direction on an ongoing or project basis.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, public administration accounting, or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.