

**MERCED IRRIGATION DISTRICT  
DIRECTOR OF ADMINISTRATIVE SERVICES**

FLSA Status – Exempt

**DEFINITION:**

Under general direction, plan, direct and coordinate the District's Human Resources, risk management, Information Technology and safety programs and activities. Provide highly confidential, responsible and technical staff assistance and perform related work as required. This is a department head position.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Provide overall direction of Human Resources and Risk Management functions for the District.
- Provide cost effective recruiting and selection to ensure immediate and long range staffing needs are satisfied.
- Provide guidelines in the establishment of company policies and procedures.
- Provide guidelines and implementation of employee benefit programs.
- Negotiate, interpret and implement practices in line with bargaining unit Memorandum of Understanding (MOU) and District Policy.
- Direct and implement goals, objectives, policies, procedures and priorities of the Administrative Services Department.
- Provide and exercise responsible advice and assistance to the District's department heads, managers and supervisors.
- Counsel Managers, supervisors, employees and others regarding the District's personnel policies, union contract and past practices.
- Provide consistent reporting and compliance with all applicable federal, state and district laws, regulations and standards.
- Monitor and administer the Districts Property, Liability, and Workers Compensation Insurance programs in coordination with the Association of California Water Agencies Joint Powers Insurance Authority.
- Conduct investigations of allegations of behavior outside District policies, guidelines or MOU.
- Perform functions, tasks and support in conjunction with the General Manager in matters relating to employee labor representation organizations.
- Oversee the administration of the Districts responsibility under the Federal Department of Transportation (D.O.T.) drug and alcohol testing programs.
- Perform other duties as requested, directed or assigned.

**QUALIFICATIONS:**

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

**Education:**

- Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, human resources, industrial relations or a related field.
- Master's Degree is desirable.

**Experience:**

- Ten (10) years' experience in Human Resource Management as a Generalist.
- Five (5) years' experience in a high level management role.

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- Senior Professional in Human Resources (SPHR) Certification a plus.

### **Ability to:**

- Exercise leadership, authority, and management tactfully and effectively.
- Plan, organize, direct, coordinate and supervise functions and activities of the Administrative Services Department to achieve efficient operations and meet service goals.
- Negotiate bargaining agreements and help interpret labor contracts.
- Represent the District at personnel-related hearings and investigations.
- Study legislation, arbitration decisions, and collective bargaining agreements to assess industry trends.
- Ensure prompt and proper response to public concerns and complaints.
- Communicate effectively both orally and in writing. Work cooperatively with staff, employees, and employee organizations.
- Handle confidential information appropriately.
- Current working skills and knowledge of the HR Management Software systems as well as spreadsheet and word processing software programs.
- Maintain records, analyze data, and compile comprehensive technical reports and make recommendations concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Represent District policies, programs and services effectively with employees, contractors, representatives of other agencies and the public.
- Operate a computer terminal/microcomputer to access varied data bases and applicable software.
- Understand and carry out oral and written instructions.
- Communicate effectively orally and in writing.
- Deal tactfully and courteously with the public.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Supervise, train and evaluate assigned staff.
- Organize, schedule and coordinate work.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Knowledge of:**

- Modern principles, practices and methods of human resources management, recruitment, examining, job classification, pay, training, equal employment opportunity, employee relations and office management.
- Organizational and administrative structure(s) and operations.
- Research and evaluation methodologies.
- Advanced mathematics and statistics.
- Advanced principles and practices of public or private administration, safety, risk management, human resources and labor negotiations.
- Laws, rules, ordinances, and legislative processes of agencies controlling local government functions, programs and operations.
- Principles of management, supervision, training, personnel administration, and analytical procedures.
- English grammar, composition, word usage, punctuation and spelling at an advanced level.
- Common public relations courtesies, practices and techniques.

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- Applicable safety precautions and procedures.

### **Necessary Special Requirements:**

- PHR or SPHR Certification from the Society for Human Resource Management and/or CLRP Certification from the National Public Employer Labor Relations Association is required or to be acquired. The candidate will attain a proper qualifying certification in a timely manner and the required certification to be kept current on an annual basis.
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

### **ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### **ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
  - Self directing and organized.
  - Reason objectively.
  - Assess, project and plan work activities on a daily and weekly basis.
  - Interpret state/ federal/agency regulations.
  - Document concisely, accurately and timely.
  - Handle a variety of duties which may be interrupted or changed by immediate circumstances.
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**TYPICAL PHYSICAL DEMANDS:**

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day  
Hands/Arms: Operates computer for up to eight (8) hours per day  
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.  
Stooping: Bends body downward and forward by bending at the knees or waist  
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.  
Hearing: Hears well enough to receive communications in person and by telephone.  
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

**SUPERVISION:**

The position receives general supervision from the General Manager.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**