

## **JOB DESCRIPTION**

**JOB TITLE:** Manager - Administration

**JOB STATUS:** Exempt Position

### **GENERAL DESCRIPTION OF WORK PERFORMED:**

Administers the support services (financial, purchasing, insurance, and clerical) of the Authority.

Financial responsibility includes annual audits, compliance with all federal and state audits (OIG/FEMA/MEMA/DMR/State Auditor) relating to grants and loans received. Responsible for accounting of water and wastewater collection according to JCUA legislation, while also accounting for wastewater treatment costs. Interaction with local governmental agencies (cities, county, utility districts). Filing of all FEMA and insurance claims due to disasters, or other instances; monitoring the approval, submittals, receivables, and close-outs of these claims. The preparation of Administration Department budget and monitoring. Perform investing activities, monitoring of cash flow, and compliance with bond requirements.

Administrative responsibility includes the state and federal grants and loans (CDBG, CIAP, HUD, DMR, SRF, MDA, etc.). Preparation of all documents to obtain funds, monitoring all reimbursements and contracts, and close outs of grants/loans. Maintaining compliance with applicable laws such as the Tort Reform Act for general liability, pollution, automobile, property, public officials and employee liability policies. Supports and monitors Human Resources and Employee Relations Manager in the administration of the health, life, dental, disability, workers compensation, and cafeteria plan according to Federal and State laws (HIPAA, COBRA, etc.). Monitors all purchases and oversees all purchasing activities to assure compliance with purchasing laws, including bidding process. Reviews and initiates Board of Directors action for all scrap and surplus equipment sales. Clerical responsibility includes overseeing all clerical duties performed by the Administrative staff such as word processing, production of reports for Administration and all other departments, and all routine clerical activities. Attends Board meetings as needed and oversees the composition of the Minutes of the Board meetings.

### **DESIRABLE EDUCATION AND EXPERIENCE:**

College degree in business or related field, ten years or more office experience with supervisory experience preferred. Knowledgeable of federal and state grant/loan programs, FEMA claims administration, public purchasing laws, government insurance policies (health, dental, property, general liability, pollution, etc.), cash management, general accounting, and personnel administration is highly desirable. Certified Public Accountant (CPA) is a plus.

### **SPECIFIC JOB REQUIREMENTS MAY INCLUDE**

(But are not limited to):

1. Ten years office experience.
2. Familiar with state and federal grant/loan programs.
3. Familiar with state purchasing laws.
4. Office management specializing in personnel administration.
5. Experience of at least two years in accounts payable, accounts receivable, and cash management.
6. Familiar with applicable labor laws (Fair Labor Standards Act, COBRA, HIPAA, ADA, etc.).
7. Must be able to lift and carry light loads.
8. Must be able to sit for extended periods of time.
9. Must be insurable on Authority's auto insurance policy.
10. Must maintain a residence which allows a reasonable response time.

**REPORTS TO:** Deputy Director