



# Sutter Butte Flood Control Agency

*A Partnership for Flood Safety*

## ANNOUNCEMENT

The Sutter Butte Flood Control Agency seeks an Administrative Manager who will be responsible for professional administrative and analytical support to the Executive Director, Director of Engineering and SBFCA Board, including researching and analyzing technical data for the Agency's decision making process; prepares statistical, financial, technical, and narrative summaries, reports and/or recommendations as assigned; and administers numerous consultant contracts and other agreements. The position involves close coordination with the Agency's planning, design and construction team for public outreach, invoice tracking and processing, budget management, Board packet development, real estate activities and meeting planning. The successful candidate will serve as the Agency's main point of contact for the Assessment District, property owners, local/state/federal agencies and elected officials, and other interested parties. Salary is between \$70,000 and \$95,000 depending on qualifications. Benefit package is provided. Interviews, should they be necessary, will be held on Wednesday, July 24, 2013.

### **Application Information:**

Application content: Applicants must submit an application in either MS Word or Adobe Acrobat format via email consisting of:

- A cover letter
- A resume containing all relevant information
- Three (3) professional references
- Two (2) representative writing samples authored by the applicant. Samples should be less than ten (10) pages

Deadline for Applications: Applications will be accepted through Monday, July 22, 2013, 5 PM

Email Address for Applications: [s.modeste@sutterbutteflood.org](mailto:s.modeste@sutterbutteflood.org)

Interviews: If necessary, interviews will be held on Wednesday, July 24, 2013

Additional Information: More information may be found on the Agency's website at [www.SutterButteFlood.org](http://www.SutterButteFlood.org)

The full job description is posted on the Agency's website: [www.SutterButteFlood.org](http://www.SutterButteFlood.org).



**SUTTER BUTTE FLOOD CONTROL AGENCY  
ADMINISTRATIVE MANAGER**

**JOB DESCRIPTION  
July 11, 2013**

**POSITION IDENTIFICATION:**

- Title: Administrative Manager
- Term: 3 years from date of execution of employment agreement
- Exempt Employee
- Customary Work Hours: 8:00 a.m. to 5:00 p.m.
- Customary Work Days: Monday through Friday
- Reports To: Executive Director
- Directs the Work of: Consultants and/or Agency Contract Staff, as assigned.

**EDUCATION AND EXPERIENCE**

Relevant combination of education and experience that demonstrate the knowledge and skills to meet essential job duties, as outlined below.

Education: A Bachelor's Degree from an accredited college or university in Public or Business Administration, or a closely related field.

Experience: At least three (3) years of recent, full-time experience in a private or public agency with increasingly responsible work experience in general administration, budget or policy development, contract administration, public outreach and report writing.

**LICENSES AND CERTIFICATES**

Possession of a valid State of California Driver's License

**SALARY RANGE**

\$70,000 - \$95,000 Annually, depending on qualifications

**POSITION SUMMARY**

Under the general direction of the Executive Director, perform professional administration, contract management, stakeholder outreach and support functions for the Executive Director, Director of Engineering and SBFCA Board; perform a variety of analytical and technical studies, projects, and operations as assigned; perform confidential specialized City Clerk functions as mandated by the State of California. The duties require a thorough knowledge of the municipal government organization and applicable laws and regulations. This position requires excellent organizational skills, attention to detail, and extensive knowledge of applicable laws, regulations, and mandates. The Administrative Manager must work proactively and independently in a team environment, and possess a high level of communication and relational skills.

**ESSENTIAL JOB DUTIES**

1. Provides professional administrative and analytical support to the Executive Director, Director of Engineering and SBFCA Board, including researching and analyzing technical data for Agency's decision making process; prepares statistical, financial, technical, and narrative summaries, reports, and/or recommendations as assigned.
2. Processes payment of vendor invoices and Agency receivables.
3. Processes and coordinates a variety of legal documents including agreements and contracts.

4. Provides well-reasoned, thoughtful responses to citizens' inquiries and/or complaints, performs research and fact finding activities, and communicates findings to appropriate parties, including the public.
5. Coordinates and schedules the Executive Director and Director of Engineering appointments in collaboration with member agencies, stakeholders, public and SBFCA consultants.
6. Serves as Clerk to the Agency Board of Directors and ensures proper posting of timelines and other requirements are met, ensures delivery to designated parties; signs, attests to, and certifies resolutions, ordinances, contracts, agreements, and other documents as required.
7. Establishes and maintains positive working relationships with representatives of community organizations, State/local agencies, member Agency management and staff, and the general public. Produce outreach and communication materials for SBFCA projects and initiatives; manages and coordinates venues for various stakeholder meetings and events.
8. Creates web pages, links, graphics and other supporting information on the SBFCA website for the purpose of disseminating information to the public and other interested parties.
9. Reviews and analyzes a variety of organizational and operational procedures, administrative policies, and program alternatives; provides staff support to designated committees and workgroups as assigned.
10. Creates and/or coordinates legal notices for public hearings, and is responsible for publishing, posting and distribution; assures that legal requirements are met for publications and postings as required.
11. Administers, coordinates, and oversees the provisions of designated state laws, such as the Political Reform Act of 1974, Brown Act, Public Records Act and other applicable mandates.
12. Prepares cost estimates with justifications for budgetary purposes related to assigned functions and operations; monitors and controls expenditures.
13. Coordinates, oversees, and participates in the processing of a variety of requests for Agency records and documents from consultants and staff, other governmental entities and/or the general public.
14. Maintains and updates knowledge base regarding pertinent and applicable federal, state and local regulations governing public documents.
15. Independently responds to letters and general correspondence of a routine nature.

#### OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as required.

#### REQUIRED KNOWLEDGE

- Standard and accepted principles and practices of governmental administration and operations including organizational planning, analysis, and municipal organizational structure.
- Basic budgetary principles and practices.
- Basic principles and practices of leadership and supervision.
- Principles of effective contract administration.
- Standard and accepted research and statistical methods.
- Public outreach and effective communication.
- Applicable laws, guidelines, and regulations pertaining to Board Clerk's responsibilities and processes to include, but not restricted to the Brown Act, the Political Reform Act, the Public Records Act, and the Election Codes.
- Standard and accepted office practices, procedures, equipment and designated software.

#### REQUIRED SKILLS

- Interpreting, analyzing and applying Agency policies, procedures and associated regulations;
- Collecting, evaluating and interpreting a variety of information, either in statistical or narrative form;
- Preparing clear, concise and complete reports and other written materials;

- Coordinating multiple projects and meeting deadlines;
- Communicating clearly and concisely, both orally and in writing;
- Understand, apply and communicate technical and complex rules, policies and regulations;
- Working independently and proactively in the absence of instructions;
- Working effectively under pressure;
- Recognizing, prioritizing and accomplishing needed tasks;
- Identifying problem areas and design procedures to improve operations;
- Establishing and maintaining effective and cooperative working relationships with Agency and JPA Member-Agency staff and departments and others contacted in the course of work;
- Promoting a customer service focus;

#### REQUIRED ABILITIES

- Exercise sound judgment in a variety of situations.
- Identify problems, gathering pertinent data, analyzing and evaluation alternatives and recommending, with justifications, an appropriate solution.
- Perform a variety of mathematical calculations including addition, subtraction, multiplication and division with speed and accuracy.
- Communicate clearly, concisely and with tact in both oral and written forms.

#### PHYSICAL DEMANDS / QUALIFICATIONS

- Requires the ability to sit for potentially long periods of time throughout the workday.
- Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.
- Hearing sufficient to understand conversations, both in person and on the telephone.
- Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

#### NON-PHYSICAL DEMANDS / QUALIFICATIONS

Must be able to:

- Communicate information clearly and effectively on a number of different levels, both verbal and written.
- Operate effectively under deadlines.
- Be detail oriented and display the ability to see numerous projects through to a successful completion.
- Demonstrate a high level of integrity.

#### ENVIRONMENTAL CONDITIONS

- Working conditions in the office are clean, well lit, and free from extremes of temperature and humidity.

#### OTHER DUTIES & REQUIREMENTS

This class description lists the major duties and requirements of the job and is not all inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.