

GENERAL DESCRIPTION:

This is very responsible administrative executive work involving the direction of District legal records and building security services, and real estate records maintenance.

Work involves responsibility for timely and accurate production and maintenance of administrative and clerical records and decisions, and for coordination of headquarters building services. Duties include directing legal records operations, coordinating headquarters building services, and overseeing real estate records maintenance. This position also has the responsibility for making very difficult administrative decisions. This work requires that the employee have thorough knowledge, skill and ability in administrative systems and procedures.

SUPERVISION RECEIVED:

Works under the general direction of the Chief Executive Officer.

EXAMPLES OF DUTIES:

Plans and directs Activity goals, objectives and operations. Reviews reports on Activity operations and directs corrections. Supervises subordinate staff.

Serves as District Clerk. Oversees the preparation of District Board agendas, meeting packages and minutes. Advises on administrative requirements of Board decisions and actions. Attends all Board, Bureau and Committee meetings.

Researches and analyzes District legal and historical issues, compiles reports and makes recommendations.

Maintains liaison with District Counsel and the District Board. Responds to information requests from District counsel and Commissioners.

Analyzes information on Activity effectiveness and efficiency. Determines operating policies and procedures and recommends District administrative and governing policies. Oversees report preparations.

Oversees operating and capital budget development and presents budget requests. Controls Activity expenditures within fund allocations and approves fund transfers for Finance Department consideration.

Plans and directs security and building services for District headquarters building.

Counsels employees and directs training. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluating and recommends reclassification. Assures safe work practices.

Coordinates District goals, objectives and activities as a member of the management team. Coordinates District actions with government agencies, contractors, and interested groups. Oversees coordination of operations within the Activity on a long and short term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of administrative systems, including contract and legal records administration.

Considerable knowledge of public administration principles and practices as applied to District activities.

Considerable ability to communicate orally and in writing and to lead others in a District Activity.

Considerable ability to administer policies and procedures at the Activity level including goals, objectives, planning, financial management, decision-making, and report development and writing.

Considerable ability to supervise and oversee the work of a District Activity and contract service providers.

Considerable ability to establish and maintain effective working relationships with Board members, coworkers, vendors, contractors, consultants, other government agencies, customers and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in liberal arts, business administration or a related field plus eight years of progressively responsible administrative experience including at least two years in a supervisory capacity.

SPECIAL REQUIREMENTS:

None.