

# SENIOR DIRECTOR OF ADMINISTRATIVE SERVICES



<b>Department:</b>	Administrative Services
<b>Reports To:</b>	Executive Director
<b>Group/FLSA Status:</b>	Administrator/Exempt
<b>Revised:</b>	7/29/2019

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Senior Director of Administrative Services is a member of the Executive Leadership Team and collaborates on issues related to the overall leadership and administration of the agency. In addition, the Senior Director of Administrative Services is responsible for providing leadership, direction, and day-to-day operations of the Department of Administrative Services and directs all matters related to the department.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Advises the Executive Director on overall direction of administrative programs and services;
- Develops, implements, and integrates all administrative programs and services for the agency;
- In collaboration with the Director of Finance, advises the Executive Director on agency function, process, and structure as related to the fiscal affairs of the agency;
- Establishes and maintains a customer service orientation within the Administrative Services department and across the agency;
- Provides leadership and direction on agency work teams as needed;
- Advises the Executive Director on legislative issues related to administrative programs/services; the impact legislative initiatives have on these programs/services; and how to influence federal, state, and local policies related to administrative programs/services;
- Provides administrative leadership and management oversight to all programs and services in the Department of Administrative Services;
- Collaborates with Minnesota Department of Education staff, ESV Directors, Minnesota Service Cooperative members, and others on local, regional and state initiatives;
- Directs fiscal and hiring operations for the Department of Administrative Services;
- In collaboration with the Director of Human Resources, plans, implements, and supervises staff development for employees under direct and/or indirect supervision;
- Plans, develops, implements, and administers programs and services to meet identified needs, including development and implementation of new programs and services;
- Provides leadership to members in the area of Risk Management, CCOGA services, Regional Management Information Center, Technology, Health & Safety, Cooperative Purchasing and other administrative services;
- Conducts meetings and participates in local, regional, and state meetings as necessary;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of principles and practices of Senior Director of Administrative Services;
- Comprehensive knowledge of accounting principles, UFARS, school district finance, and technology;
- Comprehensive knowledge of leadership and management principles;
- Ability to demonstrate competency in human relations skills, supervision, and leadership;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to demonstrate critical thinking skills when completing unique or complex job assignments;
- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to research, analyze, plan, execute, and evaluate new programs and services;
- Ability to do creative thinking in meeting needs of members;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to communicate positively about the agency at all times;
- Ability to work cooperatively and collaboratively with both internal and external customers;
- Ability to write reports and correspondence;
- Ability to use modern office equipment and related software.

**EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Master's Degree and extensive experience in job-related field OR combination of education, training, and experience in a job-related field that enables performance of all aspects of this position.

**LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Valid Driver's License.

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under general direction of Executive Director;
- Responsible for supervision of Department of Administrative Services, consisting of a medium to large group of employees.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*