



CITY OF CHINO

Administrative Services Manager

Definition:

Under limited supervision, develops, plans, coordinates, and administers the City's emergency and disaster preparedness programs; provides highly complex staff assistance and managerial services; and performs related work as assigned.

Class Characteristics:

The Administrative Services Manager is a hands-on manager within the Police Department, providing leadership in overseeing assigned areas of responsibility, particularly emergency and disaster preparedness, and possessing specialized expertise. This is a civilian position.

Essential Functions:

- Research, recommend, organize, schedule, and assist in the implementation of disaster preparedness training programs, emergency management services, recovery assistance programs, and related programs.
- Prepare, review, and update disaster and emergency plans and ensure compliance with applicable regulations.
- Coordinate emergency and disaster preparedness public education programs and materials; review, organize, conduct analyses, and interpret information relating to current trends, legislation, and best practices related to emergency and disaster preparedness.
- Develop and schedule periodic exercises of the City's emergency plan; coordinate and arrange federal and state mandated disaster preparedness employee training.
- Research, prepare, and monitor public safety and disaster services grant applications and reporting; serve as a liaison with local, state, and federal agencies to ensure compliance and eligibility for state and federal funding; research funding opportunities; and establish and maintain effective relationship with grant agencies.
- Make presentations and serve as a representative of the City at meetings related to grant funding, including the City's state and federal lobbyists.
- Communicate with the public, City staff, and other representatives to identify problems and develop solutions.
- Coordinate contract monitoring, negotiation, and renewal of contracts related to animal control services, school crossing guard services, and vehicle towing services.
- Oversee the development, equipping, and maintenance of the Emergency Operation Center (EOC); assist in maintaining the readiness of the Mobile Emergency Command Vehicle.
- Maintain records, and prepare and present a variety of reports.
- Assist with the development of the Department budget and monitor expenditures.

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- Assist in the preparation of complex financial analyses related to new Police Department programs, budget proposals, and other related assignments.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public or business administration.
- Master's degree in a related field (desirable) may substitute for one year of experience.

Experience:

- Four or more years of relevant responsible governmental administrative experience (desirable).

Considerable knowledge of:

- Emergency and disaster management program development, public agency fiscal practices, contract management, and grants management.
- Program development, evaluation, and implementation.
- Practices of emergency management response, operations, and post-disaster recovery.
- Federal, state, and local emergency and disaster service resources.
- Emergency Operation Center (EOC) operational characteristics and practices.
- Principles of municipal administration, accounting and auditing, budget and grants management.
- Principles of research, statistical analysis, and report preparation.
- Related laws, ordinances, rules, regulations, policies and procedures.
- Grant writing and research methodologies.
- Fiscal issues related to budgeting and reporting of fiscal matters.

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Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Research, prepare, and present written and oral reports on a variety of subjects.
- Maintain accurate records.
- Analyze data and information.
- Perform complex professional administrative and analytical work requiring sensitivity to issues.
- Provide liaison to other City personnel, other agencies, and the public.
- Respond to emergency and problem situations in an effective manner.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Interpret financial statements and cost accounting reports.
- Establish and maintain cooperative working relationships.
- Deal tactfully and courteously with internal and external customers.
- Interpret and apply policies.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 4, 7, 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

New: 06/20/06

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