



<b>Date:</b>	<i>Updated September 2022</i>
<b>Job Title:</b>	Director of Administrative Services
<b>Reports To:</b>	Executive Director

**Nature of Work**

The position responsibilities include the capability of providing professional consultative and advisory services on fiscal management and personnel administration to include matters involving local, state, and federal guidelines. The ability to prepare budget(s) and budget reports and assist with same. The capability of independent work requiring a high degree of accuracy and judgment with general supervision. Work effectiveness is evaluated in terms of timeliness, quality, accuracy, and completeness. The Director of Administrative Services is a professional position that may, on occasion, require work hours beyond the regular 8:00 A.M. to 4:30 P.M., 40-hour week.

**Specific Position Requirements**

Undergraduate degree from an accredited college or University with a major in accounting. At least three years of experience and a demonstrated ability in the principles of accounting, general bookkeeping, supervisory management and their application. Such ability will be demonstrated through education, experience, and/or a combination of both. Personal computer experience and spreadsheet knowledge is required. Must possess and maintain a valid driver license or state identification. The ability to obtain and maintain LEADS certification.

**Duties, Key Responsibilities and Accountabilities as may be assigned**

- Maintain all financial records.
- Prepare required reports.
- Provide technical fiscal assistance as needed by other agencies.
- Supervise the writing and maintaining of all vouchers and checks for all accounts maintained in the Fiscal Office. Ensure timely payment of all obligations.
- Maintain all personnel records.
- Provide assistance in preparing contracts and other methods of obtaining financial assistance.
- Have a working knowledge of federal, state, and local fiscal guidelines.
- Supervise and evaluate assigned staff.
- Verify that all user agencies have remitted the proper amount due to the CJCC in relation to the involved user contract.
- Maintain the CJCC Master copy of the Policy & Procedures Manual.
- Obtain and maintain LEADS certification.
- Perform other duties as required to meet the goals and objectives of the CJCC.

### **Office Support**

- Maintain CJCC fixed asset inventory.
- Obtain equipment quotes for the CJCC and user agencies upon request.
- Order equipment for the CJCC and user agencies upon request.
- Coordinate, prepare for, and produce agenda for CJCC Board meetings.

### **Fiscal**

- Coordinate preparation of annual budget.
- Assist with Finance Committee meetings. Coordinate annual financial audit by external auditors.
- Provide liaison with property casualty insurance agent.

### **Personnel**

- Develop and maintain a superior working knowledge of current and proposed personal law changes and recent court decisions. Advise Executive Director and other Project Directors as to status of personnel law and make recommendations as to how laws and rulings that affect CJCC.
- Provide liaison to Public Employees Retirement System (PERS), deferred compensation and medical insurance providers. Assist staff with same.
- Coordinate activities with Employee Assistance Program (EAP) program.

### **Other**

- Perform other duties as required to meet the goals and objectives of the CJCC.