



## JOB DESCRIPTION

*This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

### GENERAL INFORMATION

<b>Title</b>	Administrative Manager
<b>Department:</b>	Administration
<b>Effective Date:</b>	July 2023
<b>Pay Range:</b>	Grade 24
<b>FLSA Status:</b>	Exempt

### POSITION SUMMARY

Under the direction of the LRAPA Executive Director, the Talent and Administrative Manager directs the activities of human resources administration; manages the overall business processes for the Agency, such as policies, procedures, document management, strategic leadership, key performance indicators, project management; and provides high-level executive assistance to the Executive Director.

Following are descriptions of the competency levels:

**Advanced Level** – Possesses and applies a broad knowledge of principles, practices, and procedures of a particular field to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions. May have leadership or supervisory responsibility.

### CHARACTERISTICS

This is an exempt position in which the incumbent is appointed by the Executive Director. Supervises office and administrative staff of the Agency.

## ESSENTIAL DUTIES

*The duties listed below are typical examples; assignments may vary by position. The percentage of time spent on each essential duty is also noted.*

### 20% **Agencywide Management**

- Plans, organizes, and directs the activities of the Agency's human resources, administration and operations.
- Develops and establishes personnel and administrative policies; coordinates the work necessary to implement and carry out established policies.
- Partners with the leadership team to execute the Agency's talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Participates in Agency management team and initiates solutions and strategies for current challenges.

### **Human Resource Management**

30%

- Manages the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Collaborates with Executive Director to manage a pay plan and structure by conducting periodic pay surveys; analyzing trends in compensation and benefits; researching and proposing competitive base and incentive pay programs to ensure the Agency attracts and retains top talent.
- Schedules and ensures job evaluations are completed throughout the Agency and implementing salary revisions.
- Provides learning and training programs for employee development and onboarding of new hires.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Provides support and guidance in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Consults with legal counsel or other resources available to the Agency to maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Keeps records of employee participation in benefits plans, personnel actions, and employee statistics for required reporting.

### **Administrative Management**

40%

- Leads the development and implementation of, and completes recurring audits, of an effective organizational structure for Agency files and information, keeping a centralized, well-organized system that facilitates easy access to historical information and ensures continuity during staff turnover.
- Collects, maintains, and updates policies and procedures across the organization, serving as a central repository for this critical information and ensuring that all departments adhere to established guidelines.
- Manages and tracks all LRAPA's agreements, contracts, and Memoranda of Understanding (MOUs), etc., ensuring that these documents are properly executed, stored, and easily retrievable when needed.
- Oversees the organization and maintenance of ongoing grants and related information, developing systems to keep grant documentation well-sorted, organized, and readily available for reporting and compliance purposes.
- Collaborates with IT and other departments to manage technology needs and implementations, enhancing collaboration and productivity.

- Works closely with the Executive Director to understand the evolving needs of LRAPA's business operations, providing strategic recommendations and insights to drive continuous improvement and optimize organizational performance.
- Manages relationships with external contractors and service providers, ensuring that their services are delivered effectively and efficiently to meet the organization's needs.
- Serves as a key member of the Agency's leadership team, contributing to the development and execution of strategic initiatives, fostering cross-functional collaboration, and promoting a culture of excellence and innovation.

5% **Customer Service**

- Provide excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

5% **Related Duties as assigned**

- Performs related duties as assigned to meet business needs.

## QUALIFICATIONS

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job.*

**Education & Experience:**

- Bachelor's degree in business administration or related field. Three years of management experience in public or private organizations that includes responsibility for the following: development of program rules and policies; development of long- and short-range planning and goal setting; human resource management.

**Preferred Experience:**

- Education: Master's degree in public administration, business administration, or related field.
- SHRM (Society for Human Resource Management) and or IPMA-HR (International Public Management Association for Human Resources) certification desired, not necessary.

**Licensing and/or Certification Requirements:**

- Valid Oregon driver's license at time of appointment, depending on area of assignment.

## FUNCTIONAL SPECIFIC RESPONSIBILITIES

The successful candidate will have skills to convey complex or technical information to internal and external stakeholders; computer skills including database management and Microsoft Office 365 including Word, PowerPoint, and Excel; ability to analyze and improve business processes; excellent organizational and personal skills.

- Interpersonal skills: strong written and oral communication skills are important to be able to explain grant compliance, financial data, and reporting.
- Critical thinking skills: research and resolve complex problems.
- Manage stressful situations including frequent deadline pressures, prioritizing projects, and assisting internal and external customers.

- Broad experience in Agency management of a similar size and scope
- Ability to implement lateral thinking, the ability to analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical manuals.
- Ability to work independently.
- Equipment used: Personal computer, telephone, copy machine, fax machine, other general office equipment, and automobile.
- Advanced ability to use the Internet, automated financial systems, Microsoft Excel, and Microsoft Word.

**Technology Skills:**

- Self-starter, capable of exercising independent judgement and organization management.
- Highest integrity is trustworthy and developments and maintains credibility.
- Advanced ability to use the Internet, automated systems, and Microsoft Office programs.
- Excellent written and verbal communication skills to translate technical and accounting policy into plain language.
- Ability to collaborate and create consensus in decision making.
- Advanced ability to present data in multiple formats (Microsoft Office Suite, or other given templates)

**Knowledge:**

- Principles, practices, administration of local government relevant to assigned area.
- Performing assigned duties in a safe manner.
- Computer applications and other systems related to assigned area.
- Research, analysis, and statistical methods.
- Public relations principles.
- Modern office methods and practices.
- Data gathering and report writing techniques.
- Project management principles.
- Business, management, and budgeting principles involved in strategic planning and resource allocation.
- Ability to understand and maintain confidentiality of information.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.
- Inclusive and respectful workplace practices.

**Documentation and Record Keeping**

Maintains files, develops, and maintains internal control documents, maintains hard copy and electronic files, maintains files so that they are audit ready at all times.

Implement Agency-wide file management and transition to digital file management.

**Professional Training**

Professional training and growth.

## PHYSICAL REQUIREMENTS

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: "Never," "Occasional," "Frequent," or "Continuous."

<b>Sitting</b>	<b>F</b>
<b>Walking</b>	<b>F</b>
<b>Balancing</b>	<b>F</b>
<b>Seeing</b>	<b>C</b>
<b>Hearing</b>	<b>C</b>
<b>Bending or stooping</b>	<b>O</b>
<b>Climbing</b>	<b>N</b>
<b>Crawling</b>	<b>N</b>
<b>Feeling</b>	<b>F</b>
<b>Dexterity with fingers</b>	<b>C</b>
<b>Grasping</b>	<b>O</b>
<b>Jumping</b>	<b>N</b>
<b>Keying (computer work)</b>	<b>C</b>
<b>Kneeling</b>	<b>O</b>
<b>Lifting or carrying</b>	<b>O</b>
<b>Pushing or pulling</b>	<b>O</b>
<b>Reaching</b>	<b>O</b>
<b>Twisting</b>	<b>O</b>

## WORKING CONDITIONS

**Environmental Conditions:**

Work is performed in the Agency's offices, located in Springfield, Oregon. May include travel to other agencies or grant sites, including but not limited to Eugene, Oakridge, Cottage Grove, and unincorporated areas of Lane County. Work and training opportunities may require travel within the State of Oregon. Work is performed in an office environment.

## JOB DESCRIPTION HISTORY

2023 – initial update LRAPA/HRA

## SIGNATURES

*I acknowledge that I have read and understand the above job description in its entirety, and I am capable of performing all the stated requirements.*

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Print Employee Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor/Director Signature

\_\_\_\_\_

Date