

Tampa-Hillsborough County Expressway Authority

Position Description

**Administrative Services Manager**

**Class Title:** Unclassified, full-time administrative management position.

**Summary Statement:** This position reports to the Chief Financial Officer and assists other THEA Senior Staff with the day-to-day decision making and support services. The Administrative Services Manager is responsible for a wide range of management and leadership responsibilities related to personnel; technical writing; records management; contract and procurement oversight; and local government liaison work. Requires considerable initiative and independent judgment and working knowledge of agency programs, goals, objectives and priorities in carrying out daily work activities.

**Job Duties:**

Note: The following duties are illustrative and not exhaustive. Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The incumbent in the position may perform some or all of the following activities:

Personnel:

- Prepare Civil Service-requested reports on creation, reclassification, recruitment, and employee status, pursuant to Civil Service and THEA policies and procedures.
- Maintain agency personnel files.
- Oversee employee complaint and grievance process.
- Serve on Interview Team for prospective employees.
- Conduct orientation and exit interviews.
- Brief management on key issues, personnel objectives, and propose solutions.
- Coordinate annual retiree group health open enrollment activities with agency Benefits Clerk.

Technical Writer:

- Assist with development and review of contracts, agreements, leases, and other agency documents to ensure completeness, accuracy and compliance with agency standards for general counsel review.
- Research, summarize and analyze information related to agency matters and submit written recommendations and reports.
- Analyze and recommend changes to agency practices and procedures to improve productivity and adhere to applicable laws, policies and procedures.

Records Management

- Coordinate agency's public records requests.
- Plan and direct the development, design, re-design, and implementation of the agency's records management functions and responsibilities, and train staff in records management practices.
- Serve as agency Records Management Liaison Officer (RMLO), the primary contact between the agency and the Florida Department of State records management program.
- Perform a variety of records management functions including imaging, storage, inventory, and disposal of agency records.
- Report annually to the Florida Department of State regarding the agency's compliance with records management statutes and rules.

### Contracts and Procurement:

- Oversee the development and implementation of procurement and contract documents.
- Provide status reports on procurement and contract activities to Senior Management.
- Oversee agency's electronic and repository of contract files.
- Maintain and develop standard procurement and contract documents to ensure that agency policy, standards and insurance requirements are followed and up to date.

### Government Liaison

Provide liaison functions and represent THEA at:

- Hillsborough County Group Health Insurance Committee.
- Affirmative Action Council.
- Florida League of Cities.
- Florida Department of State Records Management Program.
- Florida Division of Retirement.
- Interdepartmental liaison functions.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

- departmental planning, goal setting, and deadlines.
- state and federal statutes, laws and regulations applicable to the areas of assignment.
- records management systems (automated and manual files)
- administrative practices related to team performance and management.
- rules of English grammar and writing techniques related to preparation of analytical and technical documents.

Skill in:

- researching and interpreting complex written materials and preparing follow-up reports.
- analyzing/ resolving problems and completing assignments within the deadline.
- making presentations to small and large audiences.
- leading staff and consultants in a team approach to problem solving and plan development.
- using computer software programs and devices.
- learning new skills and concepts.

Ability to:

- exercise sound judgment in safeguarding confidential or sensitive information.
- effectively communicate orally and in writing at all levels.
- perform detailed assignments with a high degree of accuracy.
- maintain effective working relationships with a multi-disciplined staff.
- multi-task.

### **Minimum Qualifications and Experience:**

- Graduation from an accredited degree granting college or university with a bachelor's degree in business, public administration, human resources, law or related field; and five years of professional administrative experience, including three years at the supervisory level.

or

- Graduation from an accredited degree granting college or university with a master's degree, related field degree, or law degree and two years of professional administrative experience.

- Will substitute equivalent years of training and experience for the minimum requirements stated above, allowing two years of experience for each year of college.

**Salary Range:** \$65,000 - \$95,000