

Goleta Sanitary District Job Description

Job Title: Communications and Human Resources Manager
Department: Administration
Reports To: General Manager/District Engineer
FLSA Status: Exempt

SUMMARY

This position performs a wide range of difficult and complex tasks which vary depending on job assignments. Duties require the ability to perform comprehensive analysis of difficult problems, issues, and situations, choose among a number and variety of alternatives in solving problems, and make recommendations. Direction received consists of the assignment of specific projects undertaken within prescribed methods. This position receives general direction from the General Manager/District Engineer within a framework of policies and procedures and established organizational values and processes. This position is distinguished from the Management Analyst position in that it has additional and more complex duties including internal communications and Human Resource management, in addition to those of the Management Analyst position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is a confidential management classification responsible for overseeing various administrative, financial and personnel related duties to ensure the provision of efficient service. This position requires the frequent use of tact, discretion and independent judgment. The work includes technical aspects, requiring the interpretation and application of policies, procedures and regulations and may involve extensive public contact. This position has regular contact with representatives of business or community organizations, the public and all levels of District personnel to exchange information and explain District policies and procedures. This position is distinguished from other administrative positions by the complexity of analytical responsibilities, scope, discretion, and independent judgment exercised in performing the assigned work.

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices.

- Assists in the development of goals, objectives, policies, programs, and priorities for the organizational function to which assigned.
- Conducts surveys and performs research and statistical analysis on administrative, fiscal, personnel, and operational problems and/or issues.
- Collects and compiles data in the office and field; analyzes data and makes recommendations on the formulation of policies and procedures.
- Assists in preparing, analyzing, and administering operating and capital improvement program budgets by collecting data necessary to prepare departmental budgets.
- Compiles information and prepares manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- Formulates departmental and/or District policies and procedures; prepares ordinances and resolutions for Governing Board consideration and adoption.

- Administers projects, contracts, and monitors work performed by consultants; prepares related reports, and monitors budget expenditures.
- Participates in Governing Board committee activities; conducts activities with other District departments, agencies, organizations, and the community, contributing views and interests of the District and/or department in the execution of assigned duties.
- Prepares grant applications and formulates recommendations; prepares and monitors program grants and related proposals; writes and edits articles for District's outreach publications, website, correspondence, and press releases.
- Coordinates or assists in coordination of human resources programs such as recruitment and selection, classification and compensation, employee benefits, and Worker's Compensation.
- Responsible for creation and oversight of onboarding program implementation.
- Maintains District intranet portal for dissemination of information to employees and Board members.
- Oversees the Employee Assistance Program.
- Prepares reports and presentations for Governing Board and/or committee meetings.
- Participates in special projects including research of new programs and services.
- Provides assistance to department management, other District personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.
- May provide technical guidance and functional supervision to staff and/or consultants in the course of performing responsibilities.
- Develops outreach and public education materials.
- Prepares Requests for Qualifications/Proposals; participates in the review and selections of consultants.
- Supervises Public Outreach Intern position.
- May supervise other staff and/or consultant personnel in completion of assigned projects and tasks.
- Conducts or directs assigned projects or program activities; performs research and statistical analysis; prepares and presents reports of findings and recommendations as to appropriate action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration and municipal government management.
- Organization and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.
- Principles and practices of municipal government budget preparation and administration.
- Research and reporting methods, techniques and procedures.
- Municipal programs including purchasing, human resources, risk management, finance, budgeting, and other related governmental programs.
- Pertinent Federal, State and Local laws, codes and regulations.
- Modern office practices, methods computers and computer software including Microsoft Word, Excel and Powerpoint.
- Safe driving principles and practices.

Ability to:

- Perform responsible and difficult administrative work involving the use of sound judgment and personal initiative.

- Perform organizational and budget analysis and present recommendations in a clear and concise manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively administer a variety of departmental programs and administrative duties.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Plan, organize, and execute assignments with minimal supervision and direction.
- Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and utilize data.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- Use a computer and utilize software applications such as word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

EDUCATION and/or EXPERIENCE

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field. Master's degree preferred. Five+ years of broad and progressively responsible public sector analytical, and administrative experience, including a minimum of 1 year in the supervision and evaluation of staff.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry office materials weighing up to 25 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; operate a computer to analyze and solve problems; observe and interpret data or information; use simple math and mathematical reasoning; learn and apply new information or skills; work under constantly changing deadlines and priorities with constant interruptions; manage multiple projects, calmly interact and respond to customer inquiries and complaints .

WORKING CONDITIONS

Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise, odors and/or dust. Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside District boundaries to attend meetings and to use a personal vehicle in the course of employment.

LANGUAGE SKILLS

Ability to read and interpret documents such as Human Resource policies, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively with customers or employees of District.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs. Ability to understand and monitor budgets using Excel.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations. Must be able to multi-task and prioritize work effort to meet competing deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Class C driver's license with a satisfactory driving record.

COMPUTER AND COMMUNICATION SKILLS

Must possess strong writing skills and be proficient in operating computer systems, utilizing several software programs including, but not limited to, word processing, spreadsheets, database, etc. Accurate typing at 50 wpm and handwriting must be legible. Experience with website development/maintenance is highly desirable.

Revised 7-11-23

