



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: ADMINISTRATOR	CLASS CODE: DM01
DEPARTMENT: Executive	PAY GRADE: N/A-Contract
REPORTS TO: Commission	FLSA: Exempt
SUPERVISES: CFO, Department Heads, Director of Human Resources, Deputy Fire Chief – Administration & JIPSD Safety, Administrative Coordinator (Commission Clerk)	REVISED: 07/29/2018

PURPOSE AND SCOPE:

Serves as Chief Executive Officer to plan, direct, and organize the administrative and operational activities of the James Island Public Service District in accordance with the policies of the James Island Public Service District Commission and under applicable State and Federal laws, rules and regulations. Receives the Commission's guidance through the Commission Chair.

This position is designated as Essential in the event the District's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

- 20% **Operations:** Provides the Commission guidance and recommendations on the execution of its powers and duties. Develops and recommends to the Commission public policy issues for consideration; implements approved public policy initiatives at the direction of and on behalf of the Commission. Reports via the JIPSD Management Report, on JIPSD's operational and financial activities during 4th Monday regular Commission meetings. Directs preparation of Commission meetings. Serves as liaison between all JIPSD associates and the Commission. Guides the JIPSD organization in accordance with generally accepted public administration theory and practice, promoting JIPSD's goals and objectives. Plans, directs and oversees all major JIPSD services, programs and initiatives. Performs public information activities as needed. Reviews complaints and compliments from the public; handles citizen and customer relations, as needed. Signs official correspondence, reports, contracts and other documents, on behalf of JIPSD or its Commission, which are not required to be validated by one or more members of the Commission.
- 20% **Personnel:** Directs, supervises, evaluates and maintains operational control over the CFO, Department Heads, Director of Human Resources, Deputy Fire Chief for Administration & JIPSD Safety, & Administrative Coordinator, and the operations and activities of the JIPSD organization as a whole. Reviews and approves the hiring, promotion, and termination of all JIPSD associates in accordance with JIPSD policies and procedures, with input from the Human Resources Director. Reviews all annual associate performance evaluations.
- 20% **Budget:** Reviews, approves and submits to the Commission for its approval, the annual Debt Service Fund, Proprietary and General Funds, operational and capital budgets, which have been prepared, with management team input, by the CFO/AFO. Monitors all major capital projects in accordance with JIPSD Fiscal Policies and CFO's reports. Approves expenditure of budgeted

funds in accordance with fiscal policy.

- 20% Safety & Compliance: Selects attorney(s) to use, retain, and/or consult with on behalf of JIPSD. Serves as JIPSD liaison and coordinator with the appropriate attorney(s) for matters pertaining to litigation, employment issues, collections, real estate transactions, etc. Represents JIPSD, and participates with appropriate attorney(s), in contract negotiations.
- 20% Strategic Planning: Develops and implements with the Management Team JIPSD's Strategic Plans. Approves with the Management Team JIPSD standard operating guidelines.

MARGINAL FUNCTIONS:

- Engages and oversees various consulting agencies, as necessary.
- Performs other duties, as required or assigned.

EQUIPMENT:

Machinery/equipment used to perform duties: motor vehicle, radio communications, personal computer, calculator, typewriter, copy machine, telephone system, blueprints, charts, contracts, diagrams, reference books, maps, manuals, fax, file cabinet, files, rulers, pens and pencils.

WORKING CONDITIONS:

- Working inside (normal office environment, protected from weather) and outside as required, subject to outside environmental conditions and on occasion, inside repair and maintenance facilities, storage facilities and outside as required.
- Subject to temperature changes, wet and humid conditions; occasionally subject to atmospheric conditions possibility of bodily discomfort.
- One or more of the following conditions may affect the respiratory system or the skin: SMOKE, DUSTS, FUMES, ODORS, GASES, MISTS, CHEMICAL SUBSTANCES, ELECTRICAL CURRENTS or POOR VENTILATION.
- Occasionally subject to noise and vibration, either constant or intermittent, for short periods of time.

HAZARDS:

- Conditions or situations in which there are risks of danger to life, health or bodily injury.
- Includes a variety of physical hazards and conditions, day or night: performing tasks in inclement weather and/or vehicular traffic, fire or emergency medical scene, potential for exposure to high sound levels, work in areas where ground is unstable, possible exposure to insects and snakes and toxic chemicals or substances or dangerous conditions, including explosives or explosions, fire, radiant energy, toxic smoke and unknown chemicals.

PHYSICAL DEMANDS CATEGORY:

LIGHT. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 20 lbs., frequent lifts up to 20 lbs., negligible constant lifts, and a MET level of between 2.2 to 3.5.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing			X		
Walking			X		
Lifting		20#			
Carrying		20#			
Push/Pull	negligible				
Climbing		X			
Balancing		X			
Bending			X		
Kneeling	X				
Crawling	X				
Reaching				X	
Handling				X	
Squatting			X		
Sitting					X

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of public administration with an emphasis on local government administration.
- Knowledge of principles and practices of local government finance administration with an emphasis on budgeting.
- Knowledge of organizational behavior, development and implementation of public policy, and management planning.
- Knowledge of information technology in government.
- Ability to plan, organize, supervise and coordinate, at a high managerial level, the daily operations of a local government organization providing multiple services to multiple services to multiple constituencies.
- Ability to establish and maintain effective working relationships with elected and appointed officials, associates and the general public.
- Ability to express ideas clearly and concisely, both orally and in writing, to a high level of competence.
- Ability to motivate associates.
- Ability to present technical information clearly and in an interesting manner to lay persons.
- Ability to effect sound management policies in the administration of JIPSD's operations.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Public Administration or other closely related field plus eight (08) years of high level management, administrative and financial experience, preferably in local government, or in a business enterprise, social services agency, or State department; OR Bachelor's Degree in Public Administration or other closely related field plus ten (10) years of high level management, administrative and financial experience, preferably in local government, or in a business enterprise, social services agency, or State department.
- Possession of a valid South Carolina Driver's License;
- Must reside on James Island, SC.

Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment.

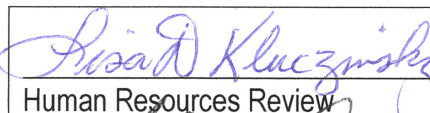

- NIMS 100PWb	- NIMS 700	- NIMS 800	- NIMS 200	- NIMS 201
- NIMS 300	- NIMS 400	- NIMS 552	- NIMS 554	- NIMS 556
- NIMS 558	- NIMS 559	- NIMS 634	- NIMS 702a	- NIMS 703a
- NIMS 775	- NIMS 908			

NOTES:

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All associates entering into this position title on or after the revised date above, will be required to possess the position requirements as specified on this document.

THE DISTRICT ADMINITRATOR POSITION IS A CONTRACT POSITION AND NOTHING IN THIS DOCUMENT SHOULD BE CONSTRUED TO CONFLICT OR INTERFERE WITH THAT CONTRACT.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Human Resources Review	<u>7/29/19</u> Date
 COMMISSION CHAIR'S APPROVAL	<u>7/29/19</u> DATE

I certify that I have received a copy of this Position Description:

Associate's Name – Please Print Legibly

Associate's Signature

Date