



## **JOB DESCRIPTION**

### **TRI GID ADMINISTRATIVE SERVICES MANAGER POSITION**

**Job Title:** Administrative Services Manager  
**Reports to:** General Manager  
**Salary Range:** \$51,147 - \$78,756 (salaried, at-will position)

#### **SUMMARY**

TRI General Improvement District (GID) provides domestic water, sewer and non-potable industrial water service to approximately 150 commercial and industrial customers at the Tahoe Reno Industrial Center, located in Storey County, Nevada. Under supervision of the General Manager, the Administrative Services Manager (ASM) generally serves in the capacity of the Secretary/Treasurer of the District and supports the General Manager on all finance and administrative aspects of the GID.

The ASM is responsible for performing a wide variety of highly responsible, complex, and diverse advance level professional duties involved in providing financial, administrative, analytical, and technical support to the General Manager; plans, coordinates, and participates in various program and administrative operations and activities including those having District-wide impact; manages and oversees assigned services areas; coordinates assigned activities with GID Divisions, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned programs and services.

#### **EXAMPLES OF DUTIES**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Financial Operations
  - Accounts Receivable
  - Accounts Payable/Utility Billing
  - Payroll and PERS Administration
  - Bookkeeping/General Ledger Entry
  - Month End/Year End Reconciliations
  - Audit Coordination and Assistance
  - Budget Coordination and Assistance
  - Procurement and Vendor Management
- Clerk Services
  - Agendas
  - Meeting Minutes
  - Open Meeting Law Compliance
  - Public Noticing



- Notary Public Services
  - Records Retention and Document Control
- Human Resources
  - Recruitment and Onboarding
  - Training and Employee Development
  - Job Descriptions
  - Benefits Administration
  - Workers Compensation
  - Personnel File Management
- Front Desk Duties/Customer Service
- Special Projects
- General Manager Assistance

### **ESSENTIAL SKILLS AND ABILITIES**

1. Familiar with principles and practices of public administration and performs significant administrative support and/or coordinates work for the General Manager, often with District-wide implications.
2. Understands budgetary practices and terminology and performs difficult or complex accounting or financial office support work; reviews and reconciles varied reports and journals and budget, payroll or related financial or business data; audits and verifies various information, including source data as well as manual and computer-produced reports.
3. Plans, organizes, manages and reviews diverse office and general administrative support activities, including prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.
4. Develops and implements procedures for and directs administrative activities such as coordinated records management and storage, clerical support and related activities.
5. Researches operational and administrative problems, evaluates alternatives, recommends solutions, and implements adopted changes.
6. Operates standard office equipment and uses a computer to develop and manage databases and/or spreadsheet files to develop special report formats.
7. Understands water and sewer utility billing and customer service. Has knowledge of associated hardware and software, regulations applying to water usage, billing, customer relations, and account termination.
8. Ensures that office administrative details, such as supply inventory, equipment purchase and maintenance, board and task force support and coverage are attended to.
9. Coordinates activities and services with those of other divisions, County departments and governmental agencies to meet the needs, goals and objectives of the department; assists in setting such goals and objectives.
10. Compiles operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports.



11. Contributes to the overall quality of the District's service provision by developing and coordinating work teams and by reviewing, recommending and implementing new or improved policies and procedures.
12. Maintains agency compliance with federal, state and local laws.
13. Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public and contributes effectively to the accomplishment of team or work unit goals, objectives and activities.
14. Capable of compiling and summarizing information and preparing periodic or special reports, and preparing clear and concise reports, correspondence and other written materials.
15. Uses initiative and independent judgment within established procedural guidelines.

### **EDUCATION AND EXPERIENCE**

Associate's degree in finance, business administration, or a related field; AND five (5) years of finance and administrative support experience; OR an equivalent combination of education, training and experience. Public Works experience strongly preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid and current driver's license, acceptable to the State of Nevada, with a driving record which ensures insurability is required.
2. Successful completion State of Nevada/Federal background check and credit check.
3. Notary Public certification, or ability to obtain within three months is required
4. May require certifications related to specific duties

### **BENEFITS**

- Medical, dental and vision insurance
- Paid time off & holidays
- Public Employee Retirement System (PERS) participation

### **EQUAL OPPORTUNITY EMPLOYER**

- TRI GID is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation,



marital status, membership in an employee association, or any other protected status or category.

- TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**Please send resumes and references to [swhalen@tri-gid.org](mailto:swhalen@tri-gid.org)**

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_