



## **ADMINISTRATIVE SERVICES MANAGER**

**SALARY RANGE:** \$107,354 - \$168,699

### **SUMMARY DESCRIPTION**

The Administrative Services Manager is a position requiring flexibility to the various needs of SVCE. The position will spend approximately 50% of the time in risk management, 25% in Financial Reporting and Analysis and 25% in Administrative support.

The position requires knowledge of project and contract management, finance, client and vendor relationship management, personnel management, information technology, human resources, and office/property management.

Responsibilities in Risk Management includes:

- Provide routine and as needed market information and risk program updates to upper management in both formal and informal settings
- Develop internal risk management related policies and guidelines
- Communicate market situations, drivers and potential future scenarios to senior management
- Ensure compliance with internal policies and external regulations
- Effectively balance making highly influential recommendations with the ability to absorb and commence with top-down instruction regardless of its coinciding with that recommendation
- Provide a support role for other functions of the agency
- Develop and maintain complex excel models to effectively manage various risk programs
- Perform other tasks or duties as required or needed

Responsibilities in Management and Strategy includes:

- Organize, plan, and prioritize work, developing specific goals and ensuring implementation of action plans to meet internal organizational needs
- Hire, train, evaluate, and supervise administrative staff
- Provide consistent support and feedback to assigned staff, assist with the creation of professional development plans, and conduct annual performance evaluations

- Assist the Director of Finance and Administration with ensuring effective internal communications within the department and across the organization

Responsibilities for Property and Office Manager includes:

- Manage office space, workstation, and storage configuration and support the Director of Finance and Administration with the expansion of office space as needed
- Coordinate building maintenance and repairs according to annual requirements and as issues arise, including but not limited to HVAC, elevator, security system, utilities, and garbage/recycling
- Oversee vendor contracts pertaining to building maintenance, including ensuring contract compliance and reviewing invoices for accuracy

Responsibilities for Contract and Expense Management includes:

- Manage Operations contracts as assigned, including vendor selection and performance monitoring, and request draft contracts and addenda as needed
- Review invoices and manage approvals
- Review expense reports for accuracy and compliance with SVCE guidelines
- Assists the Director of Finance and Administration with management of the Operations budget

Responsibilities for Information Technology and Records Management includes:

- Oversee IT activities to ensure adequate and timely support is being delivered to SVCE staff
- Manage IT services and security for employees and outside consultants
- Anticipate, track, and manage IT expenses according to the budget
- In coordination with the Director of Finance and Administration, interface with vendors to ensure audio-visual and other equipment is functioning appropriately
- Create procedural documents and tutorials for staff
- Lead the SVCE IT Security Team
- Troubleshoot IT issues as needed

## REQUIRED QUALIFICATIONS

**EDUCATION:** A Bachelor's Degree from an accredited university or college in public administration, business, accounting, public relations, environmental science/studies, political science, public policy or a related field.

**EXPERIENCE:** a minimum of four (4) years of progressively responsible management

and/or supervisory experience in a corporate environment, public agency/municipality or in a closely related field.

#### Application Process

Interested candidates should submit a resume, cover letter and a SVCE application to [hr@svcleanenergy.org](mailto:hr@svcleanenergy.org) by July 12. The application can be found at: [SVCE Job Application](#).

Employment Type: Full-Time Career Development