

JOB TITLE: Administrative Services Manager

CLASS: Collective Management

CATEGORY: Management

STATUS: Full time

BENEFITS: Eligible

REPORTS TO: Collective Management Team

LAST UPDATED: September 4, 2012



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JOB SUMMARY:

The Administrative Services Manager is responsible for enhancing the internal organization processes and infrastructure that allows Free Geek to continue fulfill its mission. This senior-level position is part of a Collective Management Team (CMT), but it is specifically responsible for the proper functioning of financial management and budgeting, contract compliance, human resources and general operations. This position continuously improves operational systems through better management reporting, information flow and management, business process, policy development and organizational planning.

DETAILED RESPONSIBILITIES:

Financial Management and Oversight

- Oversee reporting and monitoring of organizational performance metrics.
- Provide overall financial oversight and monitoring of fiscal controls in compliance with all legal and policy requirements.
- Lead and support the budget proposal and approval process for individual programs and the organization as a whole.
- Ensure that all relevant financial data and analyses is presented to the CMT and Board of Directors accurately and in a timely fashion.
- Manage budget in coordination with the Board treasurer and other managers.
- Invoice to funding sources, including the calculation of completed units of service.
- Disburse checks for agency expenses.
- Collect, organize and preserve fiscal documents and other records in accordance with relevant laws, policies and industry best practices.
- Meet regularly with other managers and stakeholders to discuss financial issues.

Operations

- Ensure effective and efficient support services (Human Resources, Information Technology and Finance).
- Coordinate activities and facilitate communication between support and business functions.
- Oversee risk management and legal activities such as letters of agreement, contracts, leases, and other legal documents and agreements.

- Procure, monitor and manage business insurance policies.
- Work with information technology staff and vendors to ensure the ongoing maintenance and updating of information systems and infrastructure including hardware, software, and applications selection and development.
- Work closely with the Human Resources Administrator and appropriate vendors to ensure compliance with all legal and policy requirements.
- Advocate for Human Resources best practices with other managers and stakeholders.
- Provide organizational guidance and leadership through management of the Free Geek metrics and measurement reporting process.
- Ensure the smooth daily operations of the physical plant, equipment and office activities.
- Ensure that the facilities are properly maintained.
- Work with other managers to provide staff support and guidance to the Board of Directors.
- Other duties as may be necessary or desirable.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to develop and maintain organized systems.
- Ability to maintain a calm, positive and professional attitude at all times in an informal and sometimes chaotic environment with diverse staff and volunteers.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.
- Ability to work with minimal guidance or supervision in a non-traditional environment.
- Aptitude for directing, instructing and positively influencing others.
- Bachelor's degree with coursework in management or work experience that provides equivalent skills, knowledge and abilities.
- Demonstrable self-motivation and personal initiative.
- Excellent organizational skills as well as attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Good interpersonal skills.
- Payroll and bookkeeping experience.
- Proficiency with using standard office software.
- Fluency in written and spoken English.
- One year of supervisory experience.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated confidence and competence working with diverse populations.
- Fluency in Spanish or another language besides English.
- Knowledge of practices and principles of systems administration.
- 3-5 years of supervisory experience.