

## Posting Details

### *Position Information*

<b>Working Title</b>	Administrative Services Manager
<b>Role Title</b>	Local-Classified
<b>Hiring Range</b>	38,373 (Higher according to qualifications)
<b>Job Type</b>	Full-Time (Salaried)
<b>Job Type Detail</b>	Full-Time Salaried - Non-Faculty- FTS-1
<b>Does this position have telework options?</b>	No
<b>Does this position have a bilingual or multilingual skill requirement or preference?</b>	No
<b>Pay Band</b>	UG
<b>Is this position funded in whole or in part by the American Recovery &amp; Reinvestment Act (Stimulus Package)?</b>	No
<b>Hiring Agency (1)</b>	Dept of Social Services - Local (765-01)
<b>Hiring Agency (2)</b>	Dept of Social Services - Local (765-01)
<b>Agency Website</b>	<a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a>
<b>Location</b>	Sussex - 183
<b>Sublocation</b>	
<b>District</b>	VDSS Eastern - Sussex - 183
<b>Position Number</b>	L0024
<b>Job Posting Number</b>	1055007
<b>Type of Recruitment</b>	General Public - G
<b>Job Description</b>	Are you a strong Administrative Professional with great interpersonal skills? Do you enjoy leadership responsibilities and change management? If so, this is the perfect position for you! In this role of Administrative Services Manager, you will serve as confidential assistant to the Director to assist in implementing change management. This important work includes Human Resources, Administrative Board management, Fiscal and Finance, Facility and Procurement responsibilities. You will supervise an administrative team. Additionally, you will have the opportunity to work with the

Director to develop policy and practice and to ensure the agency runs smoothly. This candidate will exercise the use of sound judgment, foresight and planning in recommendations to Director. This is a working management position. Tasks include support of an Administrative Board to include minute preparation and maintaining the official Board Minutes and Board terms. Ability to work collaboratively with community partners and members of the management team; Planning and directing administrative, clerical and fiscal activities and programs; preparing policies and procedures; determining staffing and training needs; maintaining records and files; preparing reports. Prepares agency budgets, controls and monitors expenditures and revenue; analyzes financial status. Approves budget expenditures and ensures expenditures reflect the correct budget lines. Oversees purchasing and leasing and determines needs for equipment and supplies; procures bids as needed. Serves as liaison with state and local government staff concerning budget and funding. Provides orientation for new employees; Responsible for Human Resources activities, RMS and LETS. Performs monthly certification of staff salary and timely employment changes using state's system. Keeps updated personnel records on each employee; completes performance evaluations for administrative staff. Prepares and implements internal operating policies and procedures for agency; Develops performance standards; establishes goals and objectives; Oversight of agency leave, payroll and timesheets. Approves statistical reports; Prepares a variety of reports, documents, etc. Responsible for facility and fleet management. Performs related tasks as required.

**Minimum Qualifications**

Considerable knowledge of: the principals of modern office management and practices; leadership, supervision and training; budget evaluation, preparation, monitoring and control; basic accounting principles; word processing, business management, finance, procurement, contracting, personnel and facilities management skills; Be able to interpret applicable federal, state and agency regulations and policies; Skilled in operating and supervising others in the use of office equipment to include the personal computer. Knowledge of excel and various database software packages; Demonstrated ability to: direct and manage staff; to communicate effectively both orally and in writing; and to plan, develop and direct administrative operations of an agency to include administrative, support and technical functions; manage multiple areas of responsibility; interpret and analyze fiscal and technical data for decision making; and establish and maintain effective working relationships with employees, supervisors and the general public. .Bachelor's degree in business administration, accounting or related field supplemented with related experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Preferred Qualifications**

Previous experience with LDSS is preferred.

**Special Requirements**

Applicants may be subject to a DMV/driving record check, CPS and Criminal History Search. Driving record must meet agency standard. The investigation may include: fingerprint checks (State Police, FBI) local agency checks; employment verification, verification of education (relevant to employment); credit checks; and other checks requested by the hiring authority. Employee must be willing to work in community emergency shelter in the event of a natural disaster or emergency

*Contact Information*

**Special Instructions to Applicants**

Applications must be submitted electronically through this website. Mailed, emailed, faxed or hand delivered applications, as well as resumes will not be accepted. This website will provide a confirmation of receipt when the application is submitted for consideration. Consideration for an interview is based solely on the information within the application. Applications must include complete work history, including periods of unemployment if applicable. Please refer to your RMS account for the status of your application and this position.

**Name**

Bertha Judge

**Phone** 434-246-1084  
**Fax** Faxed application will not be accepted.  
**Email** E-mailed application will not be accepted.  
**Address** Mailed application will not be accepted.  
20103 Princeton Road  
Stony Creek, Virginia 23882

*Posting Information*

**Job Open Date** 07/19/2019  
**Job Close Date** 07/29/2019  
**Open Until Filled** No  
**Is this a continuous recruitment position?** No  
**Is this a multi-hire position?** No  
**Copying From Job Posting Number**  
**Copying From Position Number**  
**Hiring Managers with Access to Posting** Bertha Judge  
**Quicklink for Posting** <http://virginiajobs.peopleadmin.com/postings/156636>