



PRINCE WILLIAM SOUND REGIONAL CITIZENS' ADVISORY COUNCIL

Job Description

Job Title: Director of Administration, Exempt
Location: PWSRCAC office in Anchorage, Alaska
Reports To: Executive Director

Job Summary

- Responsible for good governance practices including ensuring compliance with the Articles of Incorporation, PWSRCAC Bylaws, approved policies and procedures, the contract with Alyeska Pipeline Service Company, the Oil Pollution Act of 1990 as it applies to the organization, and sound non-profit business practices.
- Work closely with the Director of Finance to ensure adequate internal controls.
- Responsible for oversight and coordination of human resources functions.
- Oversight and coordination of PWSRCAC purchasing, contracting, and travel policies.
- Provide oversight for information technology functions.
- Administer and oversee a portfolio of insurance policies, ensuring accurate documentation and compliance with regulatory requirements.
- Provide general oversight of Anchorage office staff and promote a positive working environment in support of PWSRCAC functions and under the direction of the Executive Director.
- Coordinate and provide direction for the PWSRCAC Long Range Planning Committee and Long Range Planning process.
- Serve as a member of the senior management team.

Duties and Responsibilities-Policies and Procedures

- Ensure compliance with the Articles of Incorporation, the Bylaws, approved policies and procedures, the contract with Alyeska, and the Oil Pollution Act of 1990.
- Ensure that all policies are based upon sound non-profit governance practices and that they are reviewed and updated regularly.
- Establish a process for implementing and informing staff and volunteers about policies and procedures.
- Provide staff support to the Board Governance Committee and assist it in carrying out its functions consistent with the Charter.

Duties and Responsibilities-Human Resources

- Oversee human resource functions and labor law compliance, manage contracts with human resource consultants as needed and assist Director of Finance with maintaining personnel files.

- Provide direct supervision for the Anchorage Office Coordinator and the Information Technology Coordinator/Project Manager Assistant. Conduct performance reviews for supervised staff.
- Exercise general oversight of Anchorage office operations and staff activities under the direction and supervision of the Executive Director.
- Promote a positive work environment for the Anchorage office that fosters the organization's culture of a collaborative team approach.
- Assist staff with training needs, establishing priorities, project management, time management, work quality standards, and other professional growth opportunities that advance PWSRCAC goals and objectives.
- Assist with recruiting and conducting interviews for vacant positions, negotiate with prospective employees, prepare job offers, job descriptions, and hiring documents.
- Advise the Executive Director regarding evaluations, staff hiring, salary adjustments, and separation.
- Maintain the personnel manual; make recommendations for improvements and review and update it periodically to ensure compliance with current labor law and PWSRCAC policies and procedures.
- Administer employee health insurance plan.
- Working with the Director of Finance, assist with managing the 403 (b) program, flex plan, and employee compensation.

Duties and Responsibilities - Finance and Internal Fiscal Controls

- Provide oversight of purchasing policies; work with Director of Finance to develop and update policies and procedures.
- Provide support in the development of administrative, Board, committee, and program budgets.
- Assist the Executive Director and Director of Finance in developing, documenting, and implementing internal controls for ensuring that all expenditures are properly authorized and within the scope of the approved budget and the Alyeska contract.
- Conduct internal fiscal control measures such as reviewing and approving invoices and purchase orders, credit card and bank statements, general journal entries, and countersigning checks.
- Participate in Financial Committee review of financial statements and other financial matters. Participate in quarterly project manager review of financial statements and budgets.
- Review and approve payroll authorizations and approve semi-monthly payrolls when the Executive Director is unavailable.
- Participate in the annual financial statement audit performed by an outside CPA firm and participate in other audits as they occur.
- Oversee and coordinate PWSRCAC insurance programs.
- Maintain written contracting procedures and the contracting manual. Monitor staff compliance and provide guidance and training as necessary.

- Review and approve all Requests for Proposals (RFP), Requests for Qualifications (RFQ), draft contracts, contract change orders, and other agreements to ensure they are consistent with the organization's contracting and purchasing policies and procedures.
- Assist project managers as needed with contractor performance issues.
- Work with Director of Finance to ensure contract documentation is maintained according to PWSRCAC standards.

Duties and Responsibilities – General

- Provide general oversight and direction for the organization's document management system and manage the contract with the software host.
- Oversee information technology needs for the organization, manage contracts with outside experts providing technology support, and provide general supervision, support and direction to the Information Technology Coordinator/Project Manager Assistant.
- Provide oversight and direction for the PWSRCAC Long Range Planning Committee and Long Range Planning process..
- Participate in weekly management team meetings. Work closely with executive level staff and assist in the implementation of approved goals, objectives, and tasks.
- Review materials for Board meetings prior to distribution.
- Evaluate office lease options and serve as the main point of contact for the Anchorage office lessor.
- Manage projects as assigned by the Executive Director.
- Participate as a member of PWSRCAC's Emergency Response Team at drills and incidents, as directed.
- Travel and other duties as assigned.

Technology Skills

- Computer operating systems: Microsoft Windows 10
- Electronic Mail: Microsoft Outlook
- Office suites software: Microsoft Office 365 including Excel, PowerPoint, Word, and Teams
- Adobe sign digital signature software
- Sage Intacct financial software and/or Paychex payroll software a plus

Knowledge-Experience

- Public Administration and non-profit organization management principles.
- Experience with human resource functions including benefit administration and labor laws.
- Interpretation of standard financial statements, including statements of financial position, statements of activities, statements of cash flow, and statements of functional expenses.
- Business laws as they apply to non-profit organizations.

- Roles, responsibilities, fiduciary, and ethical principles applicable to non-profit Board of Directors.
- Experience developing and administering organizational policies and procedures.
- Experience with long range, comprehensive and/or strategic planning.

Education and Work Experience

- Bachelor's degree in business administration, public administration, a related and relevant field, or substantial and equivalent experience. A minimum of five years' experience in management, preferably for a non-profit organization with a Board of Directors. Strong background in and knowledge of public administration, financial reporting, contracting procedures, project management, policies and procedures, long range planning, and human resource issues including benefits and salary administration.

Competencies

- Integrity: This job requires the incumbent to have the highest level of honesty, ethical behavior, and transparency.
- Dependability: This job requires being reliable, responsible, and dependable.
- Attention to detail: This job requires careful attention to detail and thoroughness in completing work tasks.
- Reading comprehension: Good reading comprehension and retention skills are essential for success.
- Listening skills: Well-developed active listening skills are an asset.
- Communication: The job requires excellent written and verbal communication skills and the ability to communicate clearly and concisely.
- Collaboration skills: Must enjoy and be able to effectively work with a diverse staff and volunteers to achieve common goals.
- Judgement and decision-making: The incumbent must demonstrate excellent judgement and decision-making attributes based upon facts, sound research, and adopted policies and best management practices.
- Time management: The person occupying this position must be able to prioritize tasks and meet deadlines.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.