



Job Title: Administrative Services Manager

Employment Status: FTE Hybrid/Remote

Salary: \$65,000 - \$85,000 DOE

Position Summary:

The Administrative Services Manager plays a pivotal role in ensuring the seamless operation of the organization's administrative functions. This role is essential for maintaining the backbone of the organization's daily activities, providing strategic oversight, and ensuring that administrative processes run smoothly and efficiently.

The Administrative Services Manager will be the linchpin for coordinating and streamlining office operations, thereby enabling other departments to function without interruption. This position demands a high level of organizational acumen, leadership capability, and a proactive approach to problem-solving.

Duties/Responsibilities:

- **Strategic Oversight:** The Administrative Services Manager will take a strategic approach to managing administrative functions, focusing on optimizing processes and systems for maximum efficiency. This includes the development and implementation of policies and procedures that align with the organization's goals and regulatory requirements including but not limited to internal controls, audits and HR compliance.
- **Leadership and Supervision:** The Administrative Services Manager will provide leadership and direction, ensuring that staff are well-trained, motivated, and capable of meeting the demands of their roles. This includes conducting regular performance reviews, identifying areas for professional development, and fostering a collaborative team environment.
- **Financial Management:** A critical aspect of this role is managing the administrative budget. The Administrative Services Manager will be responsible for budgeting, financial planning, and cost control, ensuring that administrative expenses are kept within budget while still meeting the needs of the organization. This involves meticulous tracking of expenditures and the ability to forecast future financial needs.
- **Office Management:** This role encompasses the efficient management of the physical office space. Responsibilities include overseeing the maintenance of office facilities, ensuring that all office equipment is functioning properly, managing supply inventory, and coordinating any office relocations or renovations. The goal is to provide a well-organized, safe, and pleasant working environment for all employees.
- **Communication and Coordination:** Effective communication is key to the success of this role. The Administrative Services Manager will act as a liaison between various departments, ensuring that information flows smoothly and efficiently across the organization. This includes coordinating meetings, managing internal communications, and ensuring that all administrative staff are kept informed of relevant policies and procedures.
- **Project Management:** In addition to routine administrative tasks, the Administrative Services Manager will also lead and support special projects (based in an existing Project Management system) aimed at enhancing administrative processes. This may involve cross-departmental initiatives, the implementation of new technologies, or organizational changes. The ability to manage projects from conception through to completion is essential.



Qualifications:

Education and Experience:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field.
- Five (5) years of increasingly responsible administrative or management experience.

Personal Qualifications

- Highly organized, self-motivated and able to work independently to meet goals.
- Outstanding customer service acumen, promptly addressing member feedback, queries, and issues to ensure optimal resolution.
- A dedicated team collaborator, esteeming cooperative efforts with a varied staff, member agency leaders, and personnel.
- Proven ability to comprehend and adeptly respond to intricate challenges.
- Excellent writing skills with demonstrated experience conveying key messages clearly, timely and succinctly.

Compensation:

Although primarily remote, working in the Sacramento office when needed is required. The annual salary for this position ranges between \$65,000 and \$85,000.

The California Association of Alcohol and Drug Program Executive, Inc. is committed to diversity and inclusivity in its workforce. We actively encourage applications from individuals of diverse backgrounds, including people of color, those with bilingual and bi-cultural proficiencies, and members of the LGBTQ+ communities. As an equal opportunity employer, we value and respect the richness that diverse perspectives bring to our organization.

Contact:

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