



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$60,859 PER YEAR

MANAGEMENT SERVICES ADMINISTRATOR (NORDC)
(CLASS CODE 0239)

FINAL DATE FOR FILING APPLICATIONS: Friday, May 16, 2014

KIND OF WORK:

Highly responsible work in the overall administrative activities for NORDC. This position provides expert guidance and oversight of human resources, contracts, revenue streams, policies and procedural practices, budget, departmental efficiencies and practices to drive continuous improvement in NORDC Operations and Programming; and related work as required. Work also includes:

- Overseeing, coordinating, and managing the preparation of budget data, including but not limited to all procurements activities and revenue generating streams from rental facilities for NORDC.
- Supervising and managing professional and administrative staff within the human resources, contracts and revenue and procurement divisions of NORDC.
- Advising NORDC on administrative and procedural matters.
- Administering a budget and maintaining accountability for all reports, reconciliations, and expenditures.
- Interfacing with NORD Foundation to identify, procure, and appropriately allocate funding for NORDC athletic and programming.
- Being responsible for the strategic visioning, development and implementation of diversified revenue generation for NORDC.
- Providing administrative support and coordination of departmental job studies and other organizational requests.
- Developing, implementing and maintaining administrative policies and procedures manuals in compliance with industry standards for Public Recreation Administration and Operations, Maintenance, and Risk Management.
- Capturing, tracking, and analyzing performance metrics specific to the public recreation industry and the National Recreation & Parks Association.
- Ensuring optimization of City-procured Recreation Management Software and function as lead for technical assistance and implementation.
- Effectively collecting and synthesizing complex and intricate data into written reports on program and facility performance for internal and external audiences.
- Guiding NORDC's five (5) year strategic plan and effectively interface with corresponding consultants, NORDC Commission, and NORD Foundation.
- Preparing and presenting project documents, briefings and reports, including but not limited to implementation of the NORDC strategic plan for City Council Budget hearings.
- Implementing and overseeing contract writing and preparation, systems and procedures which maintain contractual and partnership standards for all NORDC partnerships and stakeholders.
- Submitting and managing payroll and operate expenditure processes according to NORDC policy in a timely manner.
- Managing industry accreditation processes, including the National Recreation and Parks Association (NRPA)
- Constructing sound, logical business improvement opportunities consistent with NRPA guiding principles, cost savings, and NORDC mission.
- Maintaining and serving as the NORDC liaison for the organization-wide performance data system.
- Preparing cost-benefit and return-on-investment analyses to guide fiscal implementation decisions made by the NORDC appointing authority.
- Developing project schedules, implementation strategies, and final documents for projects and initiatives.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

- Compiling data for quarterly ResultsNOLA, monthly Commission reports, annual Budget presentations for NORDC executive personnel, City Council members and Department Heads regarding management and budget matters and other items related to the overall operation of the department.
- Analyzing performance data to create, implement, and monitor quality improvement plans for all NORDC departmental divisions.
- Providing direction and guidance to program directors and section heads in matters of policy and procedure development, interpretation and implementation.
- Determining impact of special pay issues as they relate to agency fiscal concerns and internal pay equity.
- Working well with all NORDC divisions, as well as internal and external customers, while maintaining a high level of service delivery and cross-functional collaboration.
- Representing department at Council meetings relative to budget and various management operations of the department; and perform related duties as required; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) A Bachelor's Degree from an accredited college or university. Original college diploma or official college transcript must be presented within two (2) weeks of the final filing date.
- 2) Five (5) years of progressively responsible professional administrative, exempt level work, three (3) years of which must have included experience in budget preparation/administration and/or human resources administration. At least one (1) year of this experience must have included supervising a professional staff.

Note: A Master's Degree from an accredited college or university may be substituted for up to one year of non-supervisory experience.

Note: All applicants must complete a special Management Services Administrator work history form supplied by the Civil Service Department. This special work history form must be completed and submitted by all applicants within two (2) weeks of filing an application.

KIND OF EXAMINATION:

A written examination, weighted 33%, a rating of training and experience, weighted 33%, and a structured oral interview, weighted 34%. In the event there are fewer than four (4) qualified applicants, the examination will consist of a qualifying written exam and a rating of training and experience, weighted 100%. Credit will only be given for related experience gained within the last ten (10) years

The written test is designed to measure: Basic Management Principles, Decision-Making & Organizing, Interpersonal Skills, Written Communication and Mathematics.

This is an original entrance examination.

DOMICILE requirements are currently waived for the purpose of application. However, all new employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

This position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. Criminal history will not automatically disqualify a candidate.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.