

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1171

**GRADE:** S-34

**TITLE:** ENVIRONMENTAL MANAGEMENT ADMINISTRATIVE DIRECTOR

**DEFINITION:**

Under the direction of the department head, and subject to County policies and procedures, to plan, organize, and manage the Administrative Division within the Director's Office of the Department of Environmental Management; to oversee the activities of the Employee Development Section (which includes the personnel unit, word processing center, and training center), the Fiscal Control Section (which is responsible for the budgeting, accounting, and purchasing functions and the Clerical Support/Central Records unit), the Complaint Section, and the Data Processing Support Section, as well as such other administrative sections as may be established; and to do related work as required.

**TYPICAL TASKS:**

Develops administrative policies and procedures for DEM and coordinates their implementation; manages the work flow of the Administrative Division;

Monitors and exercises general managerial supervision over the activities of the Employee Development Section (i.e., the personnel unit, work processing center, and training center), Fiscal Control Section (including the clerical support/central records unit), Complaint Section, and Data Processing Support Section, through their respective immediate supervisors;

Coordinates the functions of the Administrative Division with other divisions in DEM, and with other County agencies (e.g., Finance, Management and Budget, Research and Statistics);

Prepares the Administrative Division's annual budget request;

Compiles the budget requests for DEM's three divisions (Administration, Inspection Services, and Design Review) into the department's final budget proposal to be submitted to the Office of Management and Budget for consideration by the Board of Supervisors;

Compiles and analyzes data for administrative decisions;

Evaluates the performance of subordinates;

Represents the department in meetings and conferences dealing with administrative matters;

Interprets established administrative policies and provides information and guidance in resolving problems;

Prepares adjustments within the department's fee schedule and supporting justification for consideration by the Board of Supervisors;

Ensures that departmental expenditures are within budgetary limits;

Ensures that departmental fiscal transactions and cash handling procedures conform to County policies and procedures;

Supervises the review of existing data processing systems (i.e., PAMS and ISIS) to identify program modifications needed, recommend new applications of existing systems, or recommend new systems to be developed;

Drafts legislation;

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Testifies on behalf of the department before public bodies;  
Studies issues related to the department's operations and prepares written reports of findings.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of, and the ability to apply, the principles and practices of public administration, including organization, personnel administration, budgeting, financial accounting, and purchasing in the public sector;

Knowledge of modern office practices, procedures, and methods;

Knowledge of statistical methods and the ability to apply them;

Knowledge of research methods and techniques, and methods of report preparation;

Ability to analyze and interpret data and reach sound conclusions;

Ability to plan and organize the efforts of a number of administrative operations;

Ability to supervise and/or coordinate the work of others;

Ability to write clear and concise reports, memoranda, and letters;

Ability to work independently within established policies and guidelines;

Ability to develop and maintain good working relationships with officials, other employees, and the public.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in public administration, business administration, or a related field; plus five years of increasingly responsible experience in the field of personnel administration, accounting, budgeting, purchasing, engineering, county development, and/or law, two years of which must have been in a supervisory capacity.

APPROVED: January 6, 1986

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