



Administrative Services Director

Summary

Direct, manage, and plan the activities and operations of the Administrative Services Department including, but not limited to, accounting and financial services, information services, risk management and human resources. Serves as the City's Finance Director, City Treasurer and City Auditor.

Class Characteristics

Administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Direct and manage various divisions within the Administrative Services Department.

Develop, plan, and implement department goals and objectives; develop and administer policies and procedures.

Direct and plan the activities of the Administrative Services Department; supervise and coordinate department activities with those of other departments and outside agencies and organizations.

Provide administrative assistance to the City Manager; prepare and present reports to the City Council and various committees and commissions regarding the City's fiscal, treasury and budget practices, policies and procedures.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs, monitor workflow; review and evaluate work products, methods and procedures.

Serve as the City Treasurer pursuant to local ordinances and charter; serve as the City's budget officer, City Auditor, financial advisor overseeing financial forecasting; investment management, and related financial activities.

Prepare and coordinate the citywide operating and capital improvement budgets.

Direct and oversee the analysis and reports regarding the City's current and future financial needs.

Develop and administer the department's budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, supervise, and evaluate personnel; provide or coordinate staff training.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees providing technical assistance as necessary.

Review and interpret applicable government regulations and requirements.

Research and prepare administrative reports and studies; prepare written correspondence as necessary.

Direct the negotiation and execution of variety of contracts and agreements.

Receive and review reports from staff members and take appropriate action.

Perform related duties as assigned.

Skills/Abilities:

Direct, plan, and manage the administration and operations of a department.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control, and administer department budgets and expenditures.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Identify and respond to public, City Council and commission/committee issues and concerns.

Interpret and apply City, Federal, State and local policies, procedures, rules and regulations.

Supervise, train, and evaluate assigned personnel.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

Principles and practices associated with municipal administration including fiscal information systems and office management.

Principles and practices of municipal finance, budget preparation and administration.

Principles, practices and techniques of public administration, with an emphasis in municipal finance.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of statistical research methods and forecasting fees and charges.

Principles of supervision, training and performance evaluation.

Principles of community and public relations.

Customer service techniques and public speaking.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in public or business administration, finance, accounting, or a related field. A Master's degree is highly desirable.

Experience:

Five years of progressively responsible, professional public sector experience in municipal finance management or municipal administration, including at least three years in a supervisory capacity.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

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