

DIRECTOR OF ADMINISTRATIVE SERVICES

Salary Range: 30 (Management Salary Schedule)

DEFINITION

Under administrative direction, organizes, assigns, reviews, and evaluates the programs and activities of the Human Resources, Finance, and Information Technology Divisions within the Administrative Services Department, and provides expert professional assistance to the Assistant City Manager/CFO.

DISTINGUISHING CHARACTERISTICS

This is a single-position management level classification with responsibility for managing the programs and activities of the Human Resources, Finance, and Information Technology Divisions within the Administrative Services Department. Successful performance of the work requires the ability to implement varied programs following general policy guidelines and the demonstration of solid leadership.

SUPERVISION EXERCISED AND RECEIVED

The incumbent reports to the Assistant City Manager/CFO and has responsibility for providing direct and indirect supervision over management, professional, technical, and clerical personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

Duties may include, but are not limited to the following:

- Plans, organizes, assigns, reviews and evaluates the programs and activities of the Human Resources, Finance, and Information Technology Divisions within the Administrative Services Department.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards.
- Directs the preparation and administration of the department budget
- Assists with overseeing human resources programs and activities including recruitment and testing, classification and compensation, payroll, employee benefits, and training.
- Confers with and provides professional assistance to City staff members on Administrative Services matters
- Advises the Assistant City Manager/CFO on a broad range of issues within areas of responsibility
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations
- Coordinates the preparation of the annual City budget and annual City audit
- Coordinates the financial compliance of the City's grants
- Creates and maintains a high level of confidence in the accuracy and completeness of financial records to the City Council and financial industry

- Oversees the preparation of the annual payroll budget and labor negotiation estimates
- Oversees the selection, evaluation, and training and development of department staff
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences
- Evaluates long-term requirements for information technology equipment; makes recommendations related to product acquisition
- Negotiates and monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City, and cost-effectiveness
- Responds to difficult or sensitive complaints and requests for information from the public and City staff
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action for the Department
- Acts on behalf of the Assistant City Manager/CFO in his/her absence as assigned
- Represents the City on boards and committees, in the community, and at professional meetings as required
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Administrative Services activities
- Principles and practices of public sector human resources
- Advanced principles and practices of fiscal management, including budgeting and accounting
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB) pronouncements and standards
- Government procurement methods and guidelines
- State and federal tax codes
- Principles and practices of contract negotiation, preparation and administration
- Taxation policies and the various sources of local government funding
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Information systems principles, practices, applications and equipment
- Applicable federal, state and local laws, codes and ordinances related to areas of assignment
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Ability to:

- Plan, organize, assign, review and evaluate the programs and activities of the Administrative Services Department
- Select, train, motivate and evaluate staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to Administrative Services activities
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies
- Interpret, analyze, and apply federal, state and local laws, rules and regulations related to areas of assignment
- Develop and implement sound financial, procurement, and general administrative systems and procedures
- Develop and administer a municipal budget
- Prepare clear, concise and accurate reports, correspondence and other written materials
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, finance, information technology, human resources, or a related field and eight (8) years of progressively responsible fiscal and administrative management experience involving responsibility for the planning, organization, implementation and supervision of varied administrative work programs. At least three (3) years must be at management level.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

Working Conditions:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.