

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Administrative Services Department including human resources, information technology, finance and central services functions; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

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

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

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

Supervise and participate in the development and administration of the Administrative Services Department and City-wide budgets; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Direct, manage, administer, oversee, plan and review the work of multiple administrative divisions functions; serve as the City's principal budget officer; manage and oversee activities related to the City's general accounting and financial functions including the accounting system and general ledgers, City-wide feasibility studies, cash receipts functions, budgeting, fixed assets and cash management, forecasting, investment management, timekeeping and payroll, account analysis, purchasing oversight, inventory control, warehousing and surplus disposal activities; preparation

of various related reports.

Administer and manage the City's Information Technology functions including functions related to the development, maintenance, modification, implementation, strategic planning, and evaluation of new applications and upgrades of hardware/software; oversee the management of internet and intranet functions.

Administer, develop and manage City policies and administrative regulations pertaining to human resources; provide assistance to management, supervisors, and staff in the interpretation of policies and procedures; ensure compliance with Federal and State laws and City Council policies related to personnel management and employer/employee relations; process and serve as the City's employee grievance representative and investigating compliance officer for complaints and other grievances; provide leadership in representing the City in employee disciplinary actions, grievance resolutions, hearings and representation before Federal and State agencies; consult and communicate with legal counsel as necessary.

Administer the City's employee benefits programs including employee health and medical programs, workers' compensation, risk management, and retirement programs.

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

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

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles and practices of public sector accounting, finance, investments, information technology, human resources, labor relations, risk management, employee benefits, and general service functions.

Principles and practices of governmental administration and organizational management, planning, goal setting, oversight, project management, program development, implementation, and contract administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Administrative Services Department including a variety of financial, human resources, information technology and general service functions; contracts, and other administrative system functions, procedures and controls.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer City-wide and department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

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

Interpret and apply City and department policies, procedures, rules and regulations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Seven years of increasingly responsible experience in finance, accounting, human resources, information technology and general services in a municipal or public agency setting; including three years of administrative and management responsibility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, or a related field. A Master's degree is preferred.

### License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.