

ADMINISTRATIVE SERVICES DIRECTOR
(At-Will)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

To plan, direct, manage, and oversee the activities and operations of the Administrative Services Department which includes fiscal management, human resources/risk management, and information services; to provide highly responsible and complex administrative support to the City Manager; and to serve as a member of the City's Management Team.

DISTINGUISHING CHARACTERISTICS

This position manages the Administrative Services Department and receives general administrative direction from the City Manager. It is distinguished from that position in that the City Manager provides over all management for the entire City.

EXAMPLES OF DUTIES

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

- Assume full management responsibility for all Finance Division services, and activities including treasury, accounting, collections, management information systems, utility billing, and purchasing.
- Assume full management responsibility for all Human Resources Division services and activities including recruitment, selection and placement, training and development, collective bargaining agreement administration, contract negotiations and arbitration, personnel records maintenance, and the administration of the classification and compensation systems; recommend and administer policies and procedures.
- Manage the development and implementation of Administrative Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level managers/staff, the Administrative Services Department's work plan, assign projects, and programmatic areas of responsibility; review, and evaluate work methods, and procedures; meet with management staff to identify, and resolve problems.
- Assure compliance with City policies, contracts, and ordinances, as well as Federal, State, and local Human Resources Management regulations.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

- Represent the Administrative Services Department to other City departments, elected officials, and outside agencies; explain, justify, and defend Administrative Services Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Select, train, motivate, and evaluate Administrative Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct, and coordinate, through subordinate level staff, the Administrative Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Administrative Services Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; direct the preparation and implementation of budgetary adjustments as necessary.
- Coordinate Administrative Services 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.
- Participate in City's financial activities; assume significant responsibilities during the City's annual budgetary process; provide a variety of financial reports for the City Manager; prepare revenue estimates; maintain capital, and operational budget.
- Supervise the City's investment program assuming responsibility for enhancing interest earnings while maintaining adequate safety and liquidity levels; participate and assist in determining investment options for City funds; manage the City's investment portfolio to maximize interest earnings.
- Prepare for and assist in union-management contract negotiations, grievances, and arbitration; administer the provisions of existing employee contracts and agreements; advise staff regarding provisions of contract.
- Direct the administration of the classification and compensation plan; establish job specifications and salary ranges for positions; initiate and conduct wage and benefit surveys; analyze, evaluate, and make recommendations on proposed job classifications.
- Direct the recruitment, interviewing, testing, selection, and placement of all employees hired by the City; establish and administer the performance appraisal program; administer promotion, transfer, and separation procedures of current employees.
- Oversee and administer employee disciplinary policies and procedures; provide assistance to staff on disciplinary issues and action to be taken; administer formal grievance procedure; participate in hearings and assist management staff in preparing and processing responses to grievances.
- Direct the preparation of personnel and employment reports to Federal and State agencies and the City Council.
- Direct the preparation and maintenance of personnel rules, records, and reports, employee handbooks, orientation manuals, and other publications on employee working conditions and benefits.
- Direct the Department's training and development program.

- Oversee the City's Risk Management programs and policies, including property damage, public liability, and worker's compensation; may serve as the chairperson of the City's General Safety Committee.
- Attend and participate in professional group meetings and stay abreast of new trends and innovations in the field of finance and human resources.
- Respond to questions and concerns from other departments; resolve problems in assigned area.
- Operate a variety of office equipment, including computers, copiers, fax machines, and related equipment.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a comprehensive municipal financial management program.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of governmental accounting and the regulations governing the reporting of municipal government financial activities.
- Principles and practices of accounting, financial planning, internal auditing, and budgeting systems.
- Principles and practices of municipal budget preparation and administration.
- Operational characteristics, services, and activities of a comprehensive human resources program.
- Modern and complex principles and practices of human resources program development and administration.
- Principles of supervision, training, and performance evaluation.
- Current and pending legislation and court decisions relating to the rights and obligations of City leaders and staff.
- Principles and practices of labor relations and personnel administration.
- Techniques of recruiting, interviewing, and selecting applicants for employment.
- Wage and salary/benefit administration principles and practices.
- Principles of mathematical, financial, and statistical computations.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Provide administrative and professional leadership and direction for the Administrative Services Department.
- Identify and respond to City Manager and City Council issues, concerns, and needs.
- Prepare and present clear and concise administrative and financial reports pertaining to governmental financial activities and planning.

- Develop, implement, and administer departmental goals, objectives, and procedures for providing effective and efficient finance and human resources services.
- Prepare and administer large and complex budgets.
- Allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems and identify alternative solutions; project consequences of proposed actions; and, implement recommendations in support of goals.
- Formulate and administer personnel policies, practices, and procedures.
- Effectively administer and interpret collective bargaining agreements.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of increasingly responsible public administrative, financial management and operations, or human resources and labor relations experience, including two years of management and supervisory responsibility.

Education:

A Bachelor's degree from an accredited college or university with major course work in finance, business administration or public administration, human resources management, or a closely related field. A Master's degree in related field is highly desirable.

License Requirement:

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

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Requires some evening and weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Administrative Services Director	HR Dir. - 3/2004 Fin Dir. - 1995	2/2013	Merged HR Dir. & Finance Dir.	1005	Exempt	1

APPROVED: _____
City Manager

Date: _____