



Position Description

ADMINISTRATIVE SERVICES DIRECTOR

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative, and professional work in planning, developing, directing, and organizing the various operations of the Administrative Services Department; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager's office; and acts as a member of the City Manager's management team.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises administrative direction over the Assistant Finance Director, and indirect supervision over clerical, administrative, and professional staff as assigned. This is a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

In the absence of the City Manager, may assume the responsibility of the City Manager as needed.

Supervises department staff and consultant services provider, either directly or through subordinates.

Ensures a competent and motivated work force by hiring, training, developing, and evaluating subordinates.

Acts as a liaison to and collaborates closely with the Human Resources Department.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long-range plans.

Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; Resolves complaints, and recommends corrective action as needed.

Assists in the preparation and presentation of the City's annual budget; analyzes and adjusts budget requests; prepares a variety of reports; prescribes general rules, regulations and administrative policies for the Administrative Services Department.

Reviews and recommends procedures, policies and schedules of projects and programs.

May assist the elected City Treasurer with the investment of City funds.

Provides staff assistance to the City Manager and the City Council; assists in the preparation of the City Council Agenda; participates on a variety of committees, prepares and presents staff reports and other necessary correspondence.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary; provides periodic reports on department activities to City Council; attends Council and other meetings as required.

Perform other duties as assigned.

PERIPHERAL DUTIES

Assists in the training of city personnel in the Administrative Services Department.

Represents the City at various meetings and conferences.

Performs general management duties for City Manager as assigned.

Serves as a member of various city employee committees, and may serve as liaison as City Council sub-committees and other groups as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, business, or public administration or a closely related field is highly desirable. A Master's Degree in a related field is preferred.
- (B) Minimum of six (6) years of progressively responsible experience in finance or management and administration, including at least two years of supervisory responsibility. Government experience is preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Advanced knowledge of principles and practices of program development, administration, and management; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes and regulation, recent developments, current literature, and sources of information related to finance and human resources.
- (B) Skills in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; to guide, assist, and motivate staff to the highest level of professional customer and public service; to demonstrate well developed leadership and management skills; to research, analyze, and evaluate new service delivery methods and techniques.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

Work is performed mostly in office settings. The employee is required to sit, talk, and hear. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: May 13, 2008

Resolution Number: 2008-37

Revision History: