



Director of Administrative Services

Definition

Under direction of the City Manager, to serve in responsible charge of the administration of the City's administrative services programs, and to render technical direction and advices on matters relating to accounting, personnel, risk management, budget, and purchasing functions and to do related work as required. The Director manages the City's Human Resources and Finance functions and serves as the City Treasurer.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Reports to and confers with the City Manager on City-wide policies and department-specific policies concerning administrative services programs and activities.

Acts as advisor to the City Manager, City Council, other City officials and the public on accounting, budget, purchasing, risk management and personnel matters.

Plans the administrative services of the City to meet the objectives established by the City Council and the City Manager.

Develops administrative procedures to assure smooth operations.

Prepares operating and capital improvements budgets and supervises the execution of the budget after approval.

Assures adequate financial controls of expenditures.

Develops personnel policies and procedures.

May serve as chief labor negotiator for the City.

Reviews legislation to determine its impact on City operations.

Prepares Council agendas, writes resolutions and ordinances and recommends Council action on items related to administrative services.

Attends City Council, City Commission, public meetings and meetings of other groups as necessary or appropriate.

Responsible for the selection, training and evaluation of department personnel.
Demonstrate by personal example the service excellence and integrity expected from all employees by representing the City in a professional manner within our organization, to the general public, and with other agencies.

Qualifications

Knowledge of:

Principles and practices of administrative services, including finance, treasury, human resources, contract negotiations, and risk management.

Principles and practices of municipal budgeting procedures and techniques.

General executive management principles and methods including goal setting, program development and implementation, and project management.

Principles and practices of supervision, training and personnel management.

Pertinent Federal, State and local laws and practices related to finance and human resources management.

Ability to:

Plan, organize, direct and review the activities of an administrative services department. Provide administrative and professional leadership.

Prepare and review budget and financial data. Ability to serve as City Treasurer.

Plan and supervise the work of professional and field employees engaged in departmental activities.

Prepare budget estimates and exercise control over department expenditures.

Prepare and present accurate, clear and comprehensive reports, both orally and in writing.

Establish and maintain effective relationships with other officials, employees and the public.

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

Handle confidential information with professional demeanor and discretion.

Education and Experience

A bachelor's degree in Public or Business Administration or a related field from an accredited college or university is required and

A minimum of five years of increasingly responsible professional experience in public finance or administrative work experience in a city, county or special district.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Motor Vehicle Operators License.

FLSA: Non-exempt
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