

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under administrative direction of the City Manager, plans, organizes, provides administrative direction and oversight in the Finance, Human Resources, Information Technology and Risk Management functional areas. Provides professional assistance to City management staff in all four functional areas; Provides leadership to staff and as a member of the executive team in fostering cooperative working relationships with officials, staff, citizens, and regulatory agencies. Performs other work, as required.

Finance: Oversees and is responsible for planning and execution of all financial and related functions and activities, including: accounting, investing, processing financial transaction, reporting and record keeping, processing payroll, billing, developing and implementing financial policies and rules to maintain and improve internal controls, and overseeing financial and HR systems technology services. Functions as the Chief Financial Officer for the City; and coordinates the production and the administration of the City's budget and work program.

Human Resources: Oversees and is responsible for planning and execution of all human resources programs and activities including: employee and labor relations, advising management on human resources matters, administering classification allocations and analyses, and salary, benefits, and employee development, processing of grievances and administrative investigations, and developing and implementing personnel policies and rules.

Information Technology: Oversees and is responsible for planning and execution of all technology and communication programs and activities including: network & systems management, advising management on technology and communication issues, developing and administering capital & operating technology & communication budgets, developing and implementing technology and communication policies and procedures.

Risk Management: Oversees and is responsible for planning and execution of all risk management and related functions and activities, including: general liability insurance, property insurance, worker's compensation insurance and other related insurance programs of the City, developing and implementing risk management policies and procedures to maintain and improve employee & community safety and ensure the City has appropriate risk management measures in place to protect the City's financial assets and safeguard City employees.

Examples of Duties (Illustrative Only)

General Administrative Services Responsibilities:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional and office support staff.
- Develops, reviews and implements administrative policies and procedures to meet legal requirements and City needs. Monitors new legislation impacting administrative services and updates city policies as needed.
- Provides for the selection, training, professional development and work evaluation of department staff; recommends discipline as required; provides policy guidance and interpretation to staff.
- Prepares requests for proposals for a variety of projects and administers contracts.

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- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Monitors changes in laws, regulations and technology that may affect departmental and City-wide operations; implements policy and procedural changes as required.
- Provides professional advice to City's management and City Council on administrative matters.
- May serve as Acting City Manager on an assigned basis.
- Manages the City's enterprise technology and communication networks including the finance and human resources information system.
- Directs the maintenance of working and official departmental files as well as files specific to Finance, Human Resources, Information Technology and Risk Management in conformance with regulatory requirements.

Finance:

- Oversees business license, accounts receivable, accounts payable, payroll and other financial functions of the City.
- Coordinates the production of the bi-annual budget for the City; provides for financial forecasting and planning.
- Monitors the adopted budget and prepares a mid-year budget review for submission to the City Council.
- Prepares the Comprehensive Annual Financial Report (CAFR).
- Oversees activities in preparation for the annual City financial audit; responds to and implements auditor's recommendations.
- Oversees the City's investment portfolio and ensures that adequate cash is available to meet obligations; prepares periodic reports to the City Council.
- Directs the preparation and reconciliation of journals, ledgers and other accounting records and reports for internal and external use.

Human Resources:

- Oversees all human resource functions for the City.
- Provides position control and oversees recruitment and selection processes
- Coordinates labor relations activities, such as establishing negotiation schedules; researching and costing proposals; may serve as a member of the City's negotiations team; may act as chief negotiator; oversees production and implementation of Memoranda of Understanding (MOU's);
- Provides assistance to management, supervisors and staff in MOU and policy interpretation.
- Provides direction in classification studies.
- Ensures the effective administration of the City's benefit plans.
- Coordinates employee development, training, and job performance evaluation.
- Processes grievances and conducts administrative investigations.

Information Technology:

- Oversees all enterprise technology and communication functions for the City.
- Provides network, system and application maintenance, upgrade and support
- Coordinates enterprise technology and communications projects throughout the City and provides technical assistance for department specific technology and communication projects
- Provides assistance to management, supervisors and staff in efficient technology implementation and mission application.
- Provides direction in City-wide technology use, including specialized and reoccurring training programs.
- Ensures the effective administration of the City's technology and communication resources.
- Oversees the administration of the City's Geographic Information System (GIS) program.
- Oversees the administration of the City's website and web based applications and programs.
- Oversees the administration of the City's Government Access Cable Channel.

Risk Management:

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- Oversees the City's general liability, property, worker's compensation and other related insurance and safety programs.
- Coordinates the City's risk management and safety programs to ensure compliance with all State and Federal legal requirements.
- Monitors the City's risk management claims and incurred losses.
- In conjunction with the City Attorney, provides risk management review and guidance to management, supervisors and staff regarding existing or proposed City activities, programs and projects to enhance safety and identify and reduce associated risks to acceptable levels.
- Oversees the City's claims administration process.
- May serve as the City's representative to the ABAG Plan and the Cities Group Board of Directors

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge and demonstrated experience in the areas below:

General Administrative Services:

Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision. Laws, codes and regulations applicable to municipal administrative services. Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations. Techniques for successfully working with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone. Principles of leadership, effective supervision, and effective public presentation. Information technology pertaining to financial and human resource functions. Records management principles and practices as they relate to finance and human resources.

Finance:

Principles and practices of public agency finance, including investment, treasury, governmental accounting, auditing and reporting functions. Principles and practices of public agency budget development, administration and accountability.

Human Resources:

Principles and practices of human resources in a public agency setting. Principles, practices and techniques of recruitment and selection, job analysis, classification, compensation and benefit analysis, and labor relations.

Information Technology:

Principles and practices of technology and communication systems administration. Principles and practices of public agency technology and user support, technology selection and implementation.

Risk Management:

Principles and practices of public agency risk management and safety program administration. Principles and practices of public agency general liability, property and worker's compensation insurance.

Ability to:

Plan, organize, administer, coordinate, review, evaluate and personally participate in a comprehensive municipal financial management, human resources, information technology and risk management program. Administer multiple programs and the work of professional, technical and office support staff in finance, human resources, information technology and risk management. Select, train, motivate, develop, and evaluate the work of staff. Develop and maintain a cohesive team consisting of employees from four distinct professional disciplines. Develop and implement goals, objectives, policies, procedures, work standards and internal controls for each division. Identify and make improvements to administrative business processes. Manage the city-wide financial and human resources information technology program. Apply administrative and analytical skills to complete tasks and solve problems in the areas of finance, human resources, information technology and risk management. Effectively represent each division and the City in meetings with governmental agencies, contractors, vendors, and various business, professional,

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regulatory and legislative organizations. Interpret, apply and explain complex laws, codes, regulations and ordinances. Prepare and present clear and concise reports, correspondence, policies, procedures and other written materials. Use initiative, tact, prudence and independent judgment within general policy and legal guidelines. Establish and maintain effective working relationships with those contacted in the course of the work. Maintain an effective investment portfolio within the guidelines established by the City. Maintain accurate financial records and prepare and present clear and accurate reports for informational, auditing and operational use. Develop and maintain up-to-date equitable and consistent human resources programs and plans in all areas of human resources. Develop and maintain efficient and effective City-wide technology and communication systems. Develop and maintain prudent and effective risk management, safety and insurance programs.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would include equivalent to graduation from a four year college or university with major course work in public administration, business, human resources, accounting, economics, or a field related to the work. A Master's degree is desirable. At least five years of experience at the department director level in a finance, human resources, information technology or risk management department or division.

SPECIAL REQUIREMENTS:

Speak clearly and understandably; read and comprehend complex information; possess physical stamina to attend night meetings and travel to meetings; ability to operate a computer using common computer business programs. When driving on City business, maintenance of a California driver's license and satisfactory driving record is required. Must be able to actively participate in evening meetings including giving presentations in person and on camera before the City Council and members of the public.