

CITY OF EMERYVILLE/MESA

CREATED: October 2012
TITLE: ADMINISTRATIVE SERVICES DIRECTOR
FLSA Status: Exempt
Job Code: 1140

DEFINITION

Under administrative direction, plans, organizes, coordinates and oversees the activities and operations of the Administrative Services Department at the level of department head; fosters cooperative working relationships and ensure the delivery of comprehensive support of City departments in the Finance, Human Resources and Information Technology areas; technically responsible and serves as the technical expert in one of the three functions of Administrative Services Department, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Director shall serve as the department head for the Administrative Services Department, which consists of the Finance, Human Resources and Information Technology Divisions. This single position classification is at-will, with the incumbent serving at the pleasure of the City Manager. The position provides general leadership oversight of two divisions of the Department, while serving and performing as the technical division lead for the other. For example, the incumbent will serve as the Finance Division hands-on manager, with responsibility for the technical oversight and development of Finance Division staff and the work products/services of the Finance Division, while providing the organizational vision and leadership to the managers responsible for the delivery of the programs, services and policy development/implementation and strategic planning of the Information Technology and Human Resources functions. In this example, the incumbent's direct reports will include the Information Systems Manager, Human Resources Manager, Accounting Supervisor and select Finance division professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

- Act as the functional manager of one division of the Administrative Services Department (Chief Financial Officer, Human Resources division manager or Information Systems Manager), and assume all technical leadership responsibilities for that division;
- Assume full management responsibility for all department services and activities in the Finance, Information Technology and Human Resources divisions.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within the City's adopted operating budget, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Oversee and participate in the development and administration of the City's budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments; produce the budget document.

- Plan, direct and coordinate, through assigned staff, the Administrative Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Prepare a variety of financial reports including investment, state, federal, expenditure and tax reports for the City Council and other organizations.
- Coordinate with Federal, State, County, and other agencies' various financial accounting and reporting requirements.
- Manage the annual financial audit and various external agency audits.
- Prepare a variety of professional correspondence and agendas for City Council action; gather and disseminate important information for department staff.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Ensure the existence of a viable automated information system to manage the City's human resources and financial/accounting system requirements.
- Explain and justify department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Administrative Services Department with other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the appointed field of expertise.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of operational practices, principles, services and activities of administrative services functions of the municipal government; principles and practices of program development and administration; principles and practices of municipal budget preparation and administration; leadership and managerial theories including principles and practices of supervision, training and performance evaluation; pertinent laws, rules, ordinances, codes and regulations; and the operation and management of automated information systems.

Ability to manage and direct a comprehensive administrative department; develop and administer departmental goals, objectives and procedures; analyze and assess programs, policies and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns and needs; plan, organize, direct and coordinate the work of assigned staff; delegate authority and responsibility; select, supervise, train and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed

actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods and techniques; prepare and administer large program budgets, including the full City budget; prepare clear and concise administrative and financial reports; interpret and apply laws, policies 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; assimilate information, process logically, and make sound decisions; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment; and maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

EDUCATION AND EXPERIENCE

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

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field of expertise. Master's degree in public administration or a related field is preferred.

Experience: Six years of increasingly responsible administrative and analytical experience in a full functioning centralized finance/accounting department, a full service human resources division/department, or a information systems division/department **plus** at least three years serving in a supervisory, managerial or department head level in a municipal agency.

Licenses/Certificates: Possession of a valid California Driver's License with a satisfactory driving record OR demonstrates the ability to travel to various locations in a timely manner as required in the performance of duties.

SPECIAL REQUIREMENTS:

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent may be required to participate in a variety of evening and weekend meetings requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings.