



ADMINISTRATIVE SERVICES DIRECTOR / ASSISTANT CITY MANAGER

DEFINITION

Under general administrative direction, organizes, supervises, coordinates and performs technical work in budgeting, financial planning, treasury/investment, accounting, revenue administration, information systems, purchasing and billing; provides highly responsible and complex professional support to the City Manager and City Council; serves as City Manager in his/her absence.

SUPERVISION EXERCISED

Exercises direct supervision over subordinate personnel

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures.

Participate in and direct research and compilation of comprehensive reports for the City Manager, City Council and public.

Coordinate city-wide budget preparation process and administration; coordinate preparation and administration of Successor Agency budget; prepare, implement and monitor Department budget.

Estimate revenues, assist in review of proposed budget allocations and analyze fiscal data; evaluate and analyze municipal financing options.

Manage City Treasury function including the investment of city funds.

Provide budget oversight of all Capital Improvement Program expenditures.

Participate in labor negotiations.

Explain, interpret and enforce policies, procedures, rules and regulations and programs.

Plan, direct, supervise and review purchasing activities, including preparation of Requests for Proposals.

Hire, train, supervise, evaluate, motivate and discipline subordinate personnel.

Review and analyze codes, utilities fee structure, development impact fees, user charges and operations and recommend and implement modifications.

Represent Administrative Services Department and coordinate activities with developers, committees, citizen groups and outside agencies.

Represent the City and Department at local and regional professional organization meetings.

Prepare and present City Council Agenda reports.

Recommend modifications to and new policies, procedures and regulations.

Develop and implement short and long range planning activities and strategies.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles, practices and techniques used in budget development and administration, financial planning, fund investment, human resources and risk management.

Federal, state and local laws, ordinances, policies and procedures.

Principles of administration and management.

Principles of budget development and monitoring.

Principles of employee hiring, training, supervision, evaluation, motivation and discipline.

Ability and Skill to:

Establish, implement and evaluate administrative and operational policies, practices and procedures.

Prepare and monitor a large and complex city-wide budget.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Negotiate and administer agreements and contracts including labor agreements.



Analyze data and information and prepare complex reports.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS degree in computer science, public administration, business administration or related field and ten (10) years finance, technology and/or budget experience, including five (5) years in a supervisory capacity. MA highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

