

DEFINITION:

Under administrative direction, plan, organize, and direct administrative functions, including, but not limited to, Personnel, Finance, Budget, Risk Management, and Volunteer Services.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by the Administrative Services Director. However, the Administrative Services Director may perform other related duties.

1. Confer with the City Manager, Assistant City Manager, Deputy City Manager and department directors concerning administrative and operational problems and makes appropriate decisions and recommendations.

Measures: Provisions of efficient and effective administrative services to departments; effective lines of communication; good working relationships.

2. Coordinate interdepartmental activities with department directors and other City personnel.

Measures: Cooperative and effective relationships between departments.

3. Plan, coordinate, direct, and participate in the development and implementation of administrative goals, objectives, policies, and procedures for the City.

Measures: Implementation of sound plans, policies, and procedures.

4. Manage the human resources function, including, but not limited to labor relations, recruitment and selection of personnel, personnel policies and procedures, employee training and development, employee benefit program, and the City's classification and compensation program, and payroll.

Measures: Effectiveness and efficiency of human resource functions; high degree of customer satisfaction (both internal and external customers). Employee/union satisfaction; controlled costs to City; successfully conclude negotiations.

5. Manage the volunteer services function.

Measures: Effectiveness and efficiency of volunteer program; high degree of customer satisfaction (both internal and external customers).

6. Manage the financial activities of the City, including, but not limited to, accounting, accounts payable, accounts receivable, purchasing, fixed assets, revenue and expenditure recordation, budget controls, and long-term debt.

Measures: Effectiveness and efficiency of financial functions; high degree of customer satisfaction (both internal and external customers).

7. Manage the risk management activities of the City, including, but not limited to, the City's self insurance programs (workers' compensation and liability) and safety program.

Measures: Effectiveness and efficiency of risk management functions; high degree of customer satisfaction (both internal and external customers).

8. Represent the City at meetings with other government agencies, business groups, community groups, and the public.

Measures: Effective and professional representation.

9. Make presentations to the City Council, boards, and commissions as required.

Measures: Effective presentations which facilitate informed decisions.

10. Supervise, train and evaluate staff.

Measures: High level of service provided to the public and other City departments by a competent, motivated, and professional staff.

11. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles of public administration; current social, political, and economic trends affecting municipal government; applicable Federal and State laws, rules, and regulations affecting local government; principles and methods of administrative analysis; municipal finance; employment law and labor relations; effective personnel principles and practices; principles and methods of statistical analysis; local government organizations; and, strategic and long-range planning.

Ability to:

Interact effectively with the City Council, City Manager, Department Directors, other City employees, and the public; analyze complex administrative problems and make sound policy and procedural recommendations; communicate clearly and concisely, both orally and in writing; enforce City policies and procedures, as well as the provisions of various contracts, agreements or Memoranda of Understanding; properly interpret and make decisions in accordance with applicable

laws, regulations, and policies; prepare complete and accurate reports; and supervise, evaluate and train staff.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree from an accredited college, university, or equivalent with major work in Public Administration, Business Administration, Economics, or a closely related field. An advanced degree is preferred.

Experience:

Typical experience would include at least five years of progressively responsible related administrative experience—preferably in municipal government and a minimum of two years experience as a supervisor.