



JOB DESCRIPTION

DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under the direction of the City Manager, administers all functions relating to the Administrative Services Department which includes fiscal management, information services, and personnel/risk management; oversees financial activities on behalf of the City and Redevelopment Agency; is responsible for the development and implementation of an economic policy for the City. This position provides economic development input to the management team and City Council as they formulate goals and objectives for the City. In the absence of the City Manager, may act in this capacity.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Supervises the fiscal management programs and applicable laws and regulations relating to the City and Redevelopment Agency including budget development and presentation, and audit functions.
2. Responsible for safety program of City pursuant to CAL/OSHA regulations and SB198 requirements.
3. Prepares annual and 10-year revenue projections, cash flow analyses and policies governing the investment for the City and Redevelopment Agency.
4. Provides information to other department heads regarding revenue and expenditure projections, plus internal audit and control functions of all departments.
5. Acts as the liaison for the City and Redevelopment Agency with the elected officials and other outside public agencies regarding the financial affairs and fiscal management of the City and Redevelopment Agency.
6. Supervises and makes recommendations relating to the benefit package for City employees. Responsible for City staff involved in risk management matters of the City, and works with the Joint Powers Insurance Authority.
7. Administrator of the City's computer system. Directs staff members on the development of software systems and the acquisition of computer hardware.
8. Formulation of economic development goals, objectives and policies to enhance the fiscal position of the City. In charge of the implementation of the economic development policies of the City, and is responsible for the coordination and strategizing of these efforts with other departments in the City and Redevelopment Agency. Also coordinates preparation of Exclusive Rights to Negotiate, Development Contracts and Ground Leases. Coordinates City efforts with regional economic development activities.
9. Assists City Manager in the contract administration of the City, which includes the development of new contracts as well as the ongoing renewal process of existing contract services. May also include Memorandum of Understanding with bargaining units.
10. Supervises the collection of general and special revenue funds.



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11. Prepares analysis and submits recommendations to insure cost recovery of municipal services and justifies annual adjustments to City fees and charges for services.
12. Initiates, monitors and oversees annexations to Citywide Community Facilities District.
13. Pursues grant programs of benefit to the City.
14. Directs and supervises City programs relating to Emergency Preparedness, COPS, personnel development, waste management, construction of City facilities, information services, safety, special funding programs, and other areas as assigned.
15. Complies with all OES and FEMA regulations relating to Emergency Preparedness and response; assists with implementation of City's Multi-Hazard Function Plan.
16. Works with school districts, the County and other taxing agencies in areas relating to Redevelopment Agency revenues and/or mutually beneficial projects.
17. Supervises purchasing, business license and special events programs.
18. Is responsible for Economic Development as assigned by the City Manager. Incumbent will work on a wide-range of economic development activities.
19. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree in public or business administration, accounting, or a closely related field, and five years of progressively responsible experience in the area of governmental finance, including at least three years as a department head in the area of public financial administration. An MPA degree is desirable.

Knowledge, Skills and Abilities

Knowledge of municipal accounting and finance administration principles, systems, procedures, reports and practices; management and organization theories, principles, practices and methods; the laws and regulations which govern municipal finance administration; treasury management and investment programs available for municipal funds; sources of revenue to fund municipal services; municipal budgeting processes; operation of computer systems and operations; laws relating to emergency Preparedness response under OES and FEMA; laws, procedures and practices of Personnel administrations including labor relations. Skill in the analysis of financial issues as they relate to municipal services and the development of programs to fund municipal services. Possess interpersonal skills to effectively directs subordinates and develop cooperative working relationships with other members of the management team. Must also possess the ability to make presentations and communicate effectively with the general public. Knowledge of the concept of tax increment financing, and the ability to analyze fiscal impacts relating to the Redevelopment Agency.

Special Requirement

Possession of or ability to obtain an appropriate California Driver's License and a satisfactory driving record.



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ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

Some pressure in making independent decisions and completing timely work. Ability to initiate and defend actions before the City Manager and City Council.

Work Environment

Works alone, with others, around others. Considerable contact with public, elected officials, other staff, consultants. Verbal, face-to-face and telephone contact.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension, judgment, and decision-making. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

Equipment

Telephones, computers, keyboards, printers, calculators, photocopiers, facsimile machines.