



# Town of Moraga

## Administrative Services Director

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

### **DEFINITION:**

The Administrative Services Director assumes full management responsibility for all Administrative Services Department services and activities including financial reporting, general accounting, payroll, budget preparation, revenue management, debt administration, information systems, human resources, and risk management.

The Administrative Services Director provides services in the areas of:

- Strategic Financial Planning and Analysis
- Accounting Services
- Financial Reporting and Management
- Business Process and Internal Controls Analysis
- Administrative Policies and Procedures
- Human Resources
- Risk Management
- Information Technology

### **DISTINGUISHING CHARACTERISTICS:**

Under administrative direction of the Town Manager, the Administrative Services Director manages and leads the Town's administrative activities; provides highly responsible and complex administrative assistance to the Town Manager.

### **SUPERVISION RECEIVED/EXERCISED:**

This position reports to the Town Manager; supervises and evaluates the performance of subordinate personnel.

### **ESSENTIAL FUNCTIONS:**

- Represents the Administrative Services Department to other Town departments, elected officials, and outside agencies; explains and interprets Administrative Services Department programs, policies, and activities.

#### **Finance:**

- Responsible for preparation of the Town Budgets. Forecasts revenues, estimates expenditures, and investigates significant changes in revenues. Monitors the Town's rates and fees, analyzes and makes recommendations for modification of the amounts of rates and fees.

- Prepares a variety of reports including the Comprehensive Annual Financial Report (CAFR), State Controller's report and other reports required by law.
- Administers grant funds and ensures that the Town complies with financial and legal requirements.
- Supervises the Town's financial activity and provides oversight of purchases and payments for service, accounting transactions, journal entries, revenue projections investments, payroll actions, and fee collections.
- Tracks and monitors Department expenditures and analyzes the use of resources to keep expenditures within the adopted budget and to encourage the most efficient use of resources.
- Monitors and manages cash flow, investments, and debt obligations.
- Serves as staff liaison to the Audit & Finance Committee and Local Sales Tax Oversight Committee.

#### Human Resources:

- Manages Human Resource functions
- Administers and updates personnel rules and regulations, coordinates training programs, designs and coordinates performance evaluation and incentive system.
- Designs recruitment materials, distributes notices of employment openings, evaluates applications, sets up interview processes, schedules physical examinations, background checks, drafts employment offers, and sets up orientation process.
- Drafts and updates job descriptions and performs studies to set salary ranges for new positions.
- Advises and assists Department Directors in the event it is necessary to process disciplinary actions.

#### Risk Management:

- Serves as the Town's representative to Municipal Pooling Authority Board of Directors, the JPA handling the Town's insurance needs.
- Serves as the Chairperson for the Town's internal Safety Committee
- Develops and administers safety programs and policies

#### Information Technology:

- Oversees the Town's Information Technology programs and resources, including the purchase and implementation of new computer hardware and software systems town-wide.
- Manages the contract for Information Technology services.

#### Other:

- Provides staff assistance to the Town Manager and Town Council; develops strategic financial plans for all funds; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational and operational studies and analysis.
- Supervises, trains and evaluates subordinate professional and finance support staff.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal finance and investments.
- Performs other related duties as required that may not be specifically listed in the job description, but are within the general responsibility level associated with this class.

### **PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:**

**Physical:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

**Mental:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public.

## **QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

**Experience:** Eight (8) years of responsible government accounting or related experience including three (3) years of management and supervisory experience

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive finance program
- Accounting theory, principles, and practices, and internal control procedures
- Public finance and fiscal planning
- Payroll and accounting functions
- Budget, accounting, and reporting systems
- GAAP and GASB
- Management information systems and office technology
- Principles and practices of human resource programs
- Information sources and research techniques in the fields of public administration, financial planning, accounting, operating budget, capital budget, and annual audit preparation and procedures

### **Skill to:**

- Effectively supervise and develop staff
- Competently use accounting, word processing, and spreadsheet software
- Communicate clearly and concisely, both orally and in writing

### **Ability to:**

- Ensure adequate fiduciary oversight while minimizing unnecessary bureaucracy and facilitating prompt decision-making
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient finance services
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Prepare and administer complex budgets
- Allocate limited resources in a cost-effective manner
- Prepare clear and concise administrative and financial reports

***\*The employer will make reasonable accommodation in compliance with the Americans With Disabilities Act of 1990.***