

ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR

Approved: September 2023

FLSA: Exempt

Unit: Unrepresented Management



Definition
Under administrative direction, plans, organizes, manages, directs and oversees the staff, functions and activities of the Administrative Services Department, including finance, human resources, and information technology; exercises independent judgment and discretion in formulating, managing and controlling administrative and fiscal policies; areas of responsibility include general accounting, financial reporting, budget development and business licensing; administers short and long-range fiscal services planning activities; manages the effective use of assigned resources to improve organizational productivity and customer service; provides complex and responsible support to the Administrative Services Director in areas of expertise; and performs related work as required.
Supervision received and exercised
Receives general direction from the Administrative Services Director. Exercises direct and general supervision over professional, technical and administrative staff.
Class characteristics
The Assistant Administrative Services Director oversees the Finance Division, including City-wide and department fiscal and budget operations. This class provides support to the City's Administrative Services Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background in financial management as well as skill in coordinating work with other City divisions, departments, and outside agencies. The incumbent should possess knowledge in public policy, municipal functions and activities, including the role of an elected City Council and the Finance and Audit Commission, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none">• Plans, manages, and oversees the daily functions, operations, and activities of the Finance Division; areas of responsibility include general accounting, budget, payroll, treasury, business license, tax and revenue collection, and financial reporting.• Directs and participates in the development of the City-wide operating and capital budget; works with departments to provide data and support for their budget development; monitors departmental budget performance and makes recommendations for adjustments as needed; and conducts ongoing analysis of the City's financial condition, reporting to, and advising, executive management on fiscal matters.• Directs the preparation of, and participates in developing fiscal reports including monthly, quarterly and annual reports as well as the City's Annual Comprehensive Financial Report (ACFR), ensuring adherence to mandated rules, regulations and professional standards.• Prepare and update the five-year financial forecast and other long-term projections and plans.• Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends appropriate service and staffing levels; recommends and administers policies and procedures.• Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to management.• Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.• Develops and implements adopted finance and budget services strategic plans, policies, and standards.• Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained.• Oversees the treasury function, including managing the City's investment portfolio, ensuring availability of City funds, and preparing investment reports with consultant assistance.• Oversees the City's debt issuance and management policy.• Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops, negotiates, and reviews contract terms and amendments; ensures contractor compliance with City and department standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise.

- Provides highly complex staff assistance to the Administrative Services Director; conducts a variety of organizational and operational studies, special projects, and investigations; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the financial field; monitors changes in regulations that may affect business systems operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

Qualifications

Knowledge of

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of budget development and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of financial services programs, policies, and operational needs.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of general and municipal accounting, financial reporting, and budgeting.
- Financial analysis and revenue forecasting techniques.
- Audit techniques and internal financial control processes.
- General principles of risk management related to the functions of the assigned area.
- Recent and ongoing developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, including computer equipment and specialized software programs relevant to work performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Recommend and implement goals, objectives, and practices for providing effective fiscal management programs, projects, and services.
- Organize, manage, implement, and maintain efficient and effective fiscal and budget programs to ensure the reliability and integrity of the City's financial standing.
- Manage and monitor the City's budget process and obligations.
- Undertake complex financial and accounting analyses, studies and projects.
- Prepare clear, comprehensive and concise accounting, financial and statistical reports.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and experience

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

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public administration, business administration or a related field and five (5) years of progressively responsible experience in municipal finance, including three (3) years of lead or supervisory experience. A Master’s in Finance/Accounting is desirable.
- Designation as a Certified Public Accountant (CPA) or Certified Municipal Finance Officer (CMFO) is desirable.

Licenses and certifications

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.