

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under general direction of the City Manager; provide high level managerial, administrative, and analytical support for City operations; function as a director, managing several departments and/or divisions ; participate as a member of the City's Executive Management Team in the consideration of general City policies, programs and concerns; manage complex projects, programs, initiatives, or services that have community-wide impacts and involve plans and/or decisions of a policy nature and of key importance to the City having a long-term impact; coordinate the City's financial activities, including accounting, information services, payroll, purchasing, budget preparation, and financial reporting; serve as City Treasurer; oversee Human Resources; and administer benefit programs; and perform related work as assigned. This is an at-will classification.

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager. This job functions at a Senior Management level and is responsible for the effective administration of the Administrative Services Department which includes Finance, Purchasing, Information Services, Human Resources, and other departments or divisions as assigned by the City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES *(May include, but are not limited to, the following):*

- Plans, supervises, and coordinates the City's fiscal and accounting activities including financial accounting and reporting; internal controls; internal auditing; management of financial software systems; payroll processing; administration of the City's business license function; billing and collection of locally administered taxes and fees.
- Manages and coordinates Human Resources, Information Services, and other departments, divisions, and programs as assigned.
- Serves as City Treasurer, invests City funds and manages investment activities; analyzes cash flow; analyzes, researches and studies investment opportunities, maintains related records.
- Oversee the preparation of the annual budget; assist departments in preparing budget requests; attend budget hearings and prepare supporting worksheets and graphs.
- Directs the preparation of City, State, and Federal financial reports.
- Develops and administers the City's current and future Administrative Services needs, develops recommendations, and submits policy change proposals for areas of responsibility.
- Assist the Personnel Officer with the interpretation of labor agreements, and formulation of policies and strategies.
- May serve as the Personnel Officer's designee to liaise between Bargaining Units and to lead labor negotiations.
- Directs the formulation and implementation of long-range plans for Administrative Services and establishes standards, policies, and procedures for city-wide human resources initiatives; establishes policies and programs for city-wide training.
- Direct or perform analytical studies; develop and review reports of findings, alternatives and recommendations; direct the preparation of a variety of periodic and special reports regarding departmental activities;

- Makes presentation before the City Council and participate on various city management committees; represent the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Monitor developments and legislation related to employee relations matters, evaluate their impact upon City operations and recommend and implement policy and procedural improvements.
- Prepares and evaluates bid proposals, specifications, and contracts; monitors vendors to ensure compliance with contractual obligations.
- Provides technical assistance, guidance and consultation to the City Manager, City Council, City Executives, boards, commissions.
- May oversee the City's risk management claims review process and supervise the proper payment of claims against the City
- Other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Management principles and practices, including budgeting, supervision, personnel administration and performance management.
- Principles and practices of risk management.
- Principles and practices of human resources Services and processes including, but not limited to, recruitment, compensation, classification, benefit administration, disciplinary rules and procedures, labor relations and training.
- State and federal legislation affecting municipal administration.

Ability to:

- Work independently and make sound judgments; establish and maintain effective working relationships.
- Administration of the City's Risk Management program; identifies, researches and measures all exposure to loss, performing related duties as required.
- Coordinate and oversee City's Injury and Illness Prevention Program. Direct and coordinate and conduct training for the City's Safety Program.
- Prepare written procedures and policies; analyze requirements and needs; provide advice and consultation to ensure efficient outcomes.
- Analyze data and information to develop logical solutions to problems; monitor outcomes and recommend appropriate improvements to processes and procedures.
- Plan, budget, and manage complex projects.
- Negotiate, implement, and manage contracts.
- Strategize, collaborate, and build consensus.
- Excellent communication skills, orally and in writing, including communicating technical information in non-technical terms and presenting information to committees, staff, City Council, and others in both formats.
- Respond to difficult or sensitive complaints and requests for information from labor organizations, public, news media, and City staff.
- Direct, evaluate and supervise the work of assigned staff

DESIRED EDUCATION AND EXPERIENCE

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, business administration, or a closely related field. A Master's degree in business administration or public administration is highly desirable.

Experience: Five (5) years of increasingly responsible professional and managerial experience in a municipal government environment, including experience in municipal finance, human resources, policy development, program administration, and staff supervision.

WORKING CONDITIONS

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

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES

Possession and continued maintenance of a valid California driver's license and a safe driving record or the ability to provide suitable transportation, subject to approval by the appointing authority.

Approved: June 26, 2025

Effective Date: July 1, 2025