

City of Grass Valley
JOB DESCRIPTION



ADMINISTRATIVE SERVICES DIRECTOR

Department: Administrative Services Director

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

SUMMARY OF JOB PURPOSE *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This is a full-time, salaried, executive level position in the Administrative Services Department. The Administrative Services Director is the manager of the Administrative Services Department, serving at the pleasure of the City Manager on a contract basis (at will), and receives administrative direction from the City Manager.

Under the administrative direction of the City Manager, this position oversees the administrative services for the City of Grass Valley, including the financial, human resources, risk and information resources functions. This position exercises independent judgment and discretion in formulating, managing and controlling administrative and fiscal policies and in strategic planning for financial, human resources, risk and information systems. The Administrative Services Department includes the divisions of Finance (accounting, treasury, debt management, purchasing, budgeting, capital planning, risk and insurance management, management analysis, and strategic planning); Human Resources (recruitment, selection, promotion, classification and compensation, human resources planning and development, employee benefits and services and central personnel records and files); and Information Technology (applications development, central computer operations, personal computer and software support, and telecommunications). The Administrative Services Director also serves as City Treasurer; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or his/her designee. Exercises direct supervision over subordinate professional, technical, clerical and management staff.

ESSENTIAL FUNCTIONS *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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1. Assume full management responsibility for all fiscal-related department services and activities including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business licensing, taxes, inventories, internal accounting controls, external audit coordination, annual budget preparation, presentation, analysis, and update, and any and all other related financial matters as they occur; recommend and administer policies and procedures.
2. Assume responsibility for the adequate and accurate maintenance of City accounting records; assume responsibility for the submittal of all formal annual accounting reports required by the State Controller's Office as well as other reports as required by the City Manager, City Council, County, and state and federal governments on various topics.
3. Serve as City Treasurer; assume responsibility for the investment of City funds in conjunction with the City Manager.
4. Assume full management responsibility for all information technology-related department services and activities including development and maintenance of a long-term strategic plan for automated systems needs of the City of Grass Valley, prioritizing requests for applications development and enhancement, hardware and software standards, equipment acquisition and replacement; in effect, positioning the City of Grass Valley to effectively respond to the rapidly changing technological environment.
5. Serve as the City's Personnel (Human Resources) Director; coordinate the development of personnel policies and procedures including those necessary to implement requirements of law; oversee the City's recruitment and selection process including Affirmative Action programs; oversee the maintenance of the City's classification and compensation plans including the conduct of surveys; assume responsibility for the City's personnel records management function;
6. Oversee and participate in the processing of personnel actions including to meet and confer with employees who have grievances; serve as liaison to City personnel and employee relations committees.

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7. Assist the City Council and City Manager with employee negotiations; coordinate the activities of the City's bargaining team; may serve as labor negotiator on behalf of the City and City Council.
8. Serve as the City's Risk Manager/Safety Officer; report to the City Manager on risk management issues.
9. Administer the day-to-day activities of the City's insurance programs including health, liability, Workers Compensation, life, and casualty insurance; serve on the Board of the PARSAC Joint Powers Authority for risk-related issues.
10. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
11. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
12. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
13. Plan, direct, and coordinate the Administrative Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
14. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

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16. Assume responsibility for the City's budget process; analyze expenditures and revenues for budgetary purposes; prepare the annual budget documents for submittal to the City Manager and City Council; prepare and submit monthly expenditure and revenue reports for all City funds.
17. Provide technical direction and guidance to City management staff on financial matters; provide leadership in debt management issues; serve as liaison with investment banking professionals on all financing considered by the City.
18. Assume responsibility for the financial affairs of the City's Successor Agency to the former Redevelopment Agency.
19. Oversee the maintenance, operation, expansion, and upgrading of the department's data processing equipment and accounting systems software.
20. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence; make recommendations to the City Council and City Manager on all financial matters as required; attend City Council meetings as required.
21. Represent the Finance Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
22. Meet and confer with the public on financial matters; respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
23. Participate on a variety of boards, commissions, and committees.
24. Plans, prioritizes, assigns, supervises and reviews the work of subordinate staff members in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.

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25. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures.
26. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
27. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration as it relates to finance, and human resources and information technology management.
28. Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

1. Operations, services, and activities of a comprehensive municipal finance and accounting program.
2. Governmental and generally accepted accounting principles.
3. Principles, practices, methods, and techniques of financial management, governmental accounting, auditing, and cash management.
4. Principles and practices of debt management including debt structures. Human resources, risk management, and safety practices and procedures.
5. Principles and practices of microcomputers, data processing and MIS functions and equipment capabilities.
6. State-of-the-art developments in the telecommunications field with specific emphasis in data processing and MIS.
7. Principles and practices of municipal budget preparation and administration including program analysis and revenue forecasting.
8. Principles and practices of grants administration.
9. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
10. Principles and practices of program development and administration. Principles of supervision, training, and performance evaluation.

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11. Pertinent federal, state, and local laws, codes, and regulations including those impacting finance and human resources program areas.
12. Principles, concepts, and practices of financial and statistical trend analysis.
13. Advanced methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
14. Recent developments, current literature, and sources of information related to assigned programs and services.
15. Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Ability to:

1. Manage and direct comprehensive municipal finance and accounting programs.
2. Manage and direct other assigned programs and service areas including human resources, risk management, information technology and safety.
3. Provide highly complex and responsible staff support to the City Manager, other City management staff, the City Council, and other boards, commissions, and committees as assigned. Identify and respond to sensitive community and organizational issues, concerns, and needs.
4. Provide strategic direction on financial programs.
5. Provide strategic direction on information technology programs. Develop and administer departmental goals, objectives, and procedures.
6. Analyze and assess programs, policies, and operational needs and make appropriate adjustments. Develop and install sound accounting and data processing systems and procedures.
7. Interpret and apply applicable federal, state and local policies, laws and regulations. Ensure adherence to generally accepted accounting principles.
8. Plan, organize, direct, and coordinate the work of lower level staff. Delegate authority and responsibility.
9. Select, supervise, train, and evaluate staff.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Research, analyze, and evaluate new service delivery methods and techniques.
12. Collect, analyze, evaluate, and interpret complex information and data including complex financial data.
13. Read, analyze, and interpret financial reports.

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14. Prepare clear and concise administrative and complex financial reports and analysis including preparation of financial data in a clear and precise manner.
15. Prepare and administer large and complex budgets. Monitor and audit cash handling procedures.
16. Perform various treasury and debt management functions.
17. Effectively present information and respond to questions from groups of managers, regulatory agencies, members of the business community and the general public.
18. Negotiate and oversee contracts.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Proper English, spelling and grammar.
22. Occupational hazards and standard safety practices.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

1. Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
2. Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
3. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. Hearing: Hear in the normal audio range with or without correction.
5. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.

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6. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
7. May be required to lift and move as much as 35 pounds.

EDUCATION AND EXPERIENCE - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration, or related field. A Master's degree is desirable.

2. Experience:

Six years of increasingly responsible professional finance and accounting experience including three years of management and administrative responsibility. Experience in human resources and information technology management highly desirable.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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