

## **DEPUTY ADMINISTRATIVE SERVICES DIRECTOR**

### **DEFINITION**

To assist the Administrative Service Director in managing and directing operations of the Administrative Services Department and the fiscal and human resources affairs of the City, including:

- Accounting, accounts payable/receivable, purchasing and central stores, annual budget and audit, payroll, investments, assessment districts, billing and collection of utility accounts and utility/billing customer service activities; and
- Citywide training coordination, organizational development, recruitment and selection, classification and compensation, benefits administration and payroll and personnel actions under the direction of the Administrative Services Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Administrative Services Director.

Exercises direct supervision over management, supervisory, professional, technical, and support personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- Assist in managing and directing the operational activities of the Finance Department. Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures. Develop and implement the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the Finance Department's budget and assist in preparing the Citywide budget; assist in budget implementation; participate in the forecast of funds for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Process and manage accounting, accounts payable/receivable, payroll, utility billing/customer services, and/or assigned licensing operations; participate in developing financing structures for assessment districts and related bond fund construction payment authorizations.
- Serve as Administrative Services Director in the absence of the Administrative Services Director as required.
- Coordinate with the Citywide staff and department heads on the administration and operations of the City's recruitment and selection policies, processes, and procedures; monitor program to ensure compliance with applicable laws, guidelines and regulations.

- Develop, manage, and implement the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits; administer the City's open enrollment process.
- Develop, manage and implement and evaluate the City's classification and compensation plan, policies, processes, and procedures; manage, coordinate, and monitor the larger classification/compensation studies conducted on a City-wide basis; plan, oversee and review the conduct of job analyses and development of recommendations for position allocations; develop salary and total compensation survey and resultant salary recommendations.
- Serve as the City's Risk Manager in working with the City's Worker's Compensation and General Liability provider – PARSAC.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Principles and practices of municipal finance including governmental fund accounting, budget, auditing, and/or utility billing operations and applicable computer software management and reporting systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of public sector human resources administration to include recruitment and selection, classification and pay, organizational analysis and development, performance management, employee benefits administration, leave management administration, deferred compensation, and public retirement systems.
- Pertinent local, State and Federal rules, regulations, and laws.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.

#### Ability to:

- Assist in managing and directing operational activities of the Administrative Services Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Organize, implement, and direct difficult and complex human resources work, ensuring compliance with City policies and procedures, local, state, and federal laws and regulations.
- Organize, implement, and direct the City's classification and compensation plan; employee and labor relations activities; and comprehensive benefit programs.
- On a continuous basis, sit at 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; and lift or carry weight of 10 pounds or less.

- Prepare and administer a budget.
- Supervise, train, and evaluate personnel.
- Interpret and explain department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Experience:

Experience:

- Six years of increasingly responsible experience in management of administrative functions including accounting, utility billing, budgeting, human resources, risk management activities in a municipal or governmental environment, including four years of supervisor responsibility.

AND

Training:

- A Bachelor's degree from an accredited college or university, preferably with major course work in finance, public administration, business administration or a related field. License or Certificate Possession of a valid California driver's license.