



DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Plan, organize, and direct the operations of the Administrative Services Department, including Human Resources, City Clerk, Risk Management, Franchise Management; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Exercises direct and indirect supervision of assigned staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plans, organizes, assigns, directs, reviews and evaluates the activities of the Administrative Services Department including Human Resources, City Clerk, Risk Management and Franchise Management. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Administrative Services Department. Directs the preparation and administration of the department budget. Confers with and provides professional assistance to City staff members on Administrative Services matters. Advises the City Manager and the City Council on a broad range of issues within areas of responsibility. Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations. Prepares of the annual budget for the City Manager department. Creates and maintains a high level of confidence in the handling of human resources issues and records. Directs the selection, evaluation, and training and development of department staff. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Prepares a variety of correspondence and reports. Attends and makes presentations at council, interagency, committee and other meetings and conferences, as needed. Monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City, and cost-effectiveness. Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff. Represents the City on boards and committees, in the community, and at professional meetings as needed. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision. City organization and functions including laws, rules, codes, and regulations governing Administrative Services activities.

Advanced principles and practices of human resources management, including recruitment, selection, discipline and benefits administration.

Advanced principles and practices of risk management, including liability analysis and insurance coverage evaluation.

Applicable federal, state and local laws, codes and ordinances.

Modern office practices and technology including personal computer hardware and software.

English usage, spelling, grammar and punctuation.

Skill to:

Planning, organizing, assigning, directing, reviewing and evaluating activities of the Administrative Services Department.

Selecting, training, motivating and evaluating staff.

Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards.

Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Administrative Services activities.

Analyzing department support needs and ensuring prompt and efficient delivery of services, materials, and supplies.

Interpreting, analyzing and applying federal, state and local laws, rules and regulations related to local government operations.

Developing and implementing sound human resources and general administrative systems and procedures.

Developing and administering a municipal budget.

Preparing clear, concise and accurate reports, correspondence and other written materials.

Evaluating and preparing recommendations pertaining to insurance coverage for the City-wide risk management program.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Using computer technology and applications in the performance of daily activities.

Minimum Experience and Education

Experience:

Five years of progressively responsible administrative and human resources management experience involving responsibility for the planning, organization, implementation and supervision of varied administrative work programs. At least three (3) years must be at management level.

Education:

Bachelor's degree from an accredited college or university with major coursework in public or business administration, human resources or a closely related field. A master's degree is desirable.

License:

Required upon hire, possession of a valid California Driver's License.

Council Action: November 6, 2007