

ADMINISTRATIVE SERVICES DIRECTOR

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative direction, manages, plans, organizes, coordinates and directs the administrative functions of the Internal Services Department; exercises direct supervision over professional, technical and clerical staff; responsible for overall policy development, program planning, and fiscal management of assigned divisions; develops and fosters cooperative working relationships and provides staff assistance to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS

This class is a department head position reporting to the City Manager with responsibility for the direction of the divisions within the Internal Services Department. Provides highly responsible and complex administrative assistance to the City Manager. This position may be assigned overall administrative responsibility for all City activities in the absence of the City Manager.

SUPERVISION EXERCISED AND RECEIVED

Receives administrative direction from the City Manager. Exercises general supervision over Internal Services Division managers and other professional, technical, and clerical staff.

EXAMPLES OF DUTIES

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

Directs, oversees, and manages the activities of the Internal Services Department, including Budget, Finance, Human Resources and Information Technology; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures;

Assists the City Manager in the development and administration of the City's budget; analyzes and forecasts City revenues and expenditures; monitors expenditures;

Provides staff assistance to the City Council, committees, commissions, and the City Manager in matters related to a wide variety of City internal services activities and programs;

Provides guidance and direction to department directors to coordinate and direct programs and projects; promotes innovative, critical thinking and creativity in developing

approaches and solutions to City needs; coordinates inter-departmental activities as well as City activities with outside agencies and organizations;

Participates as a member of the City Manager's Executive Team involved in the formulation and execution of City-wide policies and long and short-term strategies;

Performs or supervises comprehensive management analyses in a wide range of municipal policies, organization, procedures, budgetary, and finance areas; prepares and presents staff reports and other necessary correspondence;

Administers, coordinates, and monitors a variety of programs that cross a number of City operational lines; researches development opportunities to address funding needs;

Provides leadership and works with managers to develop and retain highly competent, customer service-oriented staff through selection, training and day-to-day management and mentorship practices that support the City's mission and strategic goals;

Monitors service performance and quality, evaluates Internal Services operations and implements policy and procedure improvements;

Coordinates, maintains, and directs the administration of City Human Resources policies, practices, and procedures; monitors the recruitment and selection process, position control, classification and compensation;

Oversees employee benefits programs; recommends and negotiates changes; provides fiscal oversight of the deferred compensation and retirement programs;

Oversees employee and labor relations; negotiates employment agreements with employee organizations; coordinates with legal counsel to resolve employee and labor relations issues, including contract interpretation, problem solving, and resolution of complaints and grievances;

Oversees fiscal management including; budget preparation and presentation, administration and operation of the City's finance division, which includes accounting, billing and tax administration, cashier services, financial planning, and mail processing.

Oversees the annual financial audit process and the production of the Annual Comprehensive Financial Report (ACFR);

Formulates financial policy, and manages the day-to-day financial operations of the City; oversees the City's finance divisions including Accounting, Budget, Payroll, Purchasing, Revenue, Treasury, and Utility Billing and Collections functions; serves as the Director of Finance, City Treasurer, and Purchasing Officer as outlined in Lodi Municipal code;

Coordinates the implementation of information systems to achieve citywide goals and objectives;

Recommends long-term plans and strategies for effective utilization of information technology systems and to ensure the City's information is securely protected from cyber-attacks;

Monitors management systems and workflow analysis, and reviews and evaluates existing programs, and procedures. Oversees contract negotiations and authorizes final contract agreements with vendors for implementation.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern and advanced principles and practices of municipal government administration, organization development, and economic development functions;

Principles of personnel administration, supervision, and training;

Methods and techniques of public administration research, analysis, and report preparation;

Principles and practices of municipal budget preparation and administration;

Principles and practices of municipal accounting and financial reporting;

Principles and practices of human resources management and operations;

Principles and practices of information systems management and operations;

Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Select, supervise, train, and evaluate professional staff;

Interpret applicable laws, rules, and regulations;

Prepare and analyze fiscal and organizational reports, statements, and correspondence;

Problem solve and analyze complex administrative problems, evaluate alternatives and recommend effective courses of action;

Interpret, summarize, and present administrative and technical information and data in an effective manner;

Effectively negotiate complex labor agreements and other city related contracts and agreements;

Develop, prepare, and administer a large municipal budget;

Establish and maintain cooperative working relationships with City Council members, staff, committee members, public officials, business leaders, and the public;

Make oral presentations and compose clear and organized written materials;

Use tact, discretion and good judgement in the handling of sensitive and confidential information and when dealing with the public and employees on personnel matters;

Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Possession of a Bachelor's degree from an accredited college or university, with major course work in public administration, finance or a closely related field. A Master's degree in public administration, or a closely related field, is highly desirable.

Experience:

Ten years of management experience and four of those years must demonstrate experience in financial management and human resources, preferably in a public agency or governmental setting.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions:

Mental and/or physical ability to work in a standard office environment with extensive public contact; incumbents must be willing and able to work the hours necessary to accomplish the job requirements including working irregular hours, attending evening meetings, and traveling to attend classes, meetings and/or seminars.

Physical:

Functions may require maintaining physical condition necessary to see well enough to read, write and make observations, operate vehicles; hear well enough to converse on the telephone and in person; bodily mobility to occasionally walk, bend, kneel, reach, stand, or crouch; operate assigned office equipment, requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally

communicate to exchange information. Occasionally required to work nights and weekends.

FLSA: EXEMPT