

**City of San Rafael
Job Class Specification**

Job Title: Administrative Services Director

SUMMARY

Plan, direct, manage, and oversee the activities and operations of the Administrative Services Department including functions such as financial reporting, general accounting, payroll, budget preparation, debt administration, treasury function, business licensing, human resources, recruiting, employee training and professional development, performance management, risk management, equal employment opportunity, employee benefits, payroll processing, employee engagement and labor relations. This position will provide complex professional assistance to the Assistant City Manager and the City Manager for assigned areas of responsibilities, and will perform additional related duties as assigned, and act as a member of the City Manager's management team.

The Administrative Services Director will be well versed in all aspects of municipal finance and display a solid working knowledge of sound public sector human resource policies and practices.

DISTINGUISHING CHARACTERISTICS

This is an exempt, executive level position in the Administrative Services Department. Administrative direction is provided by the Assistant City Manager and City Manager; responsibilities include the direct supervision over professional, management, technical and administrative support personnel.

Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council. Demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: may include, but are not limited to, the following:

- Assume full management responsibility for all Administrative Services Department services and activities including financial reporting, general accounting, payroll, budget preparation, revenue management, debt administration, treasury function, business licensing, recruiting, employee training and professional development, performance management, risk management, equal employment opportunity, employee benefits, payroll processing, employee engagement and labor relations.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.

- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution.
- Direct, oversee and participate in the development of the Department's work plan, assigns work activities, projects and programs, monitors workflow, reviews and evaluates work products, methods and procedures; meet with key staff to identify and resolve problems.
- Recommends and supports the implementation of administrative, organizational and policy improvements with departments that have City-wide implications.
- Directs the preparation and assembly of the budget documents, financial reports (including the Comprehensive Annual Financial Report (CAFR)), and analyses for accounting and operational management purposes, including periodic budget status reports.
- Oversee the City's cash management and investment program in accordance with applicable State law and the City's investment policies.
- Provide advice and recommendations regarding City financial affairs to the City Council and executive management.
- Directs the administration of human resource policies, practices, and procedures; advise employees, supervisors, and managers in their interpretation; recommend new or revised policies and procedures to department directors, City Manager's Office, and employee associations.
- Oversee risk management functions, including workers' compensation and liability programs, recommending policy and funding changes related to claims administration, claims management, reserving practices, and significant settlements.
- Oversee the employee benefits program; recommend and negotiate changes; consult with brokers and actuaries; recommend funding options to the City Manager.
- Oversee recruiting, testing, selection, classification, and compensation activities; review and negotiate changes.
- Oversee the equal opportunity program and diversity, equity and inclusion initiatives of the City, in collaboration with the City Manager's Office.
- Develop employee professional development programs for the purpose of improving employee performance and engagement.
- Achieve and maintain mutually beneficial labor/management partnerships, and collaborate with employee associations, their leadership, business representatives, and legal counsel to resolve employee and labor relations issues, including contract interpretation, problem solving, and complaint and grievance resolution.
- Lead the City's labor negotiating team and oversee the administration of resulting collective bargaining agreements.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.

KNOWLEDGE AND ABILITIES:

- Principles and practices of government finance, including financial reporting, general accounting, payroll, budget preparation, revenue management, debt administration, treasury function, business licensing and purchasing.
- Principles and practices of public human resources administration, including methods and techniques used in labor relations, negotiations, recruitment and selection, testing, classification and pay, salary and benefits administration, training, and equal employment opportunity.
- Administrative principles and practices, including strategic goal setting and program development, implementation, and evaluation, and supervision of staff.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, principles, and practices of municipal government administration.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service using human centered design principles.

ABILITY TO:

- Develop and implement strategic goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned areas program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct and coordinates the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- Select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the department in meetings and governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research project, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education - Equivalent to a bachelor's degree from an accredited college or university with major course work in directly related fields such as business or public administration. A Master's Degree in public administration or public policy is preferred. Possession of a CPA is desirable.

Experience - Seven years of increasingly responsible experience in finance, accounting, human resources; including five years of management level responsibility. Experience working for or consulting with a municipal or public agency is highly desirable.

License or Certificate – Possession of a valid California driver's license and a satisfactory driving record.

SPECIAL REQUIREMENTS:

- Possession of a valid California Driver's License

WORK ENVIRONMENT:

- Work in an office environment; sustained posture in a seated position for prolonged periods of time.

FLSA Status: Exempt

Prepared By: HR Department

Prepared Date: November 2021

Approved By: City Council

Approved Date: Approved _____