

ASSISTANT CITY MANAGER/DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

To plan, organize, direct and review the activities, resources and operations of the Administrative Services Department, including Finance, Human Resources, Risk Management, Public Information, and Community Engagement; to oversee complex and special projects involving the interests of multiple City departments and requiring coordination with other governmental agencies, the private sector, and/or the general public; to formulate, coordinate, and manage the development and implementation of City policies; and to provide highly complex staff assistance to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct supervision over assigned management, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives; recommend and administer policies and procedures.

Coordinate Administrative Services Department activities with those of other departments and outside agencies and organizations.

Direct, oversee and participate in the development of the Administrative Services Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the City and Administrative Services Department's annual operating budget and capital improvement budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Develop, manage, implement and evaluate the City's human resources program including the classification and compensation plan, policies, processes, and procedures, benefit administration, professional development, recruitment and selection.

Plan, organize and direct the City's civic engagement, media relations, government relations and advocacy, special events, and public information activities including developing and implementing internal and external communications and government relations strategic plans.

Serve as project manager for City involvement in complex and multifaceted projects.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Establish long-range goals and implementation plans for assigned special projects.

Provide professional advice and support to department heads, City Manager and City Council on assigned issues.

Prepare reports to City Manager, advisory boards and commissions, and City Council.

Plan and evaluate the work of professional, technical and support staff involved in assigned projects.

Represent the department and City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Municipal services including the means by which services are managed within a City organization and delivered to the public.

Generally accepted governmental accounting principles and financial reporting.

Principles and practices of internal control procedures and practices as they apply to a public agency.

Principles and methods of finance administration including budgeting, auditing, and treasury.

Principles and practices of human resources operations, including recruitment/selection, classification/compensation, employee relations/labor relations, risk management, employee training, workers' compensation, and employee benefits administration.

Principles and practices of communications methods and marketing techniques.

Principles and practices of public relations and community outreach.

Principles, practices and techniques of project management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Governmental policy development and implementation.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Plan, direct and control the administration and operations 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.

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; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Organize and coordinate a variety of complex projects involving a range of City interests and issues.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Effectively administer a variety of finance, human resources, risk management and public information activities.

Successfully develop, control and administer the City and department budgets.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible management experience in a municipal government environment that involved finance, human resources, risk management and community engagement.

Training:

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

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.