



Department:	Administrative Services
Bargaining Unit:	Executive Management
Salary Range:	X-76
Last Revision:	January 21, 2014

ADMINISTRATIVE SERVICES DIRECTOR/ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, to plan, direct, manage, and oversee the activities and operations of the Administrative Services Department including, Finance, Human Resources, Information Systems; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This is a department director classification with overall responsibility for the activities of the Administrative Services Department. The incumbent is accountable, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, assigns, directs, reviews and evaluates the activities of the Administrative Services Department including Finance, Human Resources, and Information Systems.

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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Continued

Advises the City Manager and the City Council on a broad range of issues within areas of responsibility.

Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.

Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations.

Oversees the preparation of the annual City budget; approves all budgeted City expenditures as delegated by City Manager.

Participates in the review and approval of all investment decisions.

Creates and maintains a high level of confidence in the accuracy and completeness of financial records to the City Council and financial industry.

Creates and maintains a high level of confidence in the handling of human resources issues and records.

Coordinates and provides leadership in labor negotiations.

Coordinates the processing of tort claims against the City; makes settlement recommendations to third-party administrators and City Council as appropriate.

Directs the selection, evaluation, and training and development of department staff.

Prepares a variety of correspondence and reports.

Attends and makes presentations at City Council, interagency, commission and other meetings and conferences.

Evaluates long-term requirements for information technology equipment; makes recommendations related to product acquisition.

Negotiates and 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.

Serve as City Manager upon the request or absence of the City Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Continued

Represents the City on boards and committees, in the community, and at professional meetings as required.

Assistant City Manager

Responsibilities and duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives for the City; recommend and administer policies and procedures; research City Council requests regarding policy; prepare and submit recommendations at the City Manager's discretion.

Provide highly responsible administrative staff assistance to the City Council; direct specific and comprehensive analyses of a wide range of municipal policies; update the City Council on the status of various projects at the City Manager's discretion.

Assist the City Manager with the development of the annual City budget in accordance with City Council directives; monitor monthly expenditures and report significant variances to the City Council; develop alternate revenue sources for City Council projects; oversee the implementation of City Council goals and objectives.

Select, train, motivate and evaluate executive management personnel; implement discipline and termination procedures at the City Manager's discretion.

Assist the City Manager to continuously monitor and evaluate the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels and administrative systems; implement improvements.

Serve as liaison between the City and other municipalities, counties, elected officials and outside agencies; explain and justify City programs, policies and activities; negotiate and resolve significant and controversial issues at the City Manager's discretion.

Negotiate contracts and solutions involving a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets at the City Manager's discretion.

Serve as City Manager upon the request or absence of the City Manager.

Perform related duties and responsibilities as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL 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; laws, rules, codes, and regulations governing Administrative Services activities.

Advanced principles and practices of fiscal management, including budgeting and investments.

Government procurement methods and guidelines.

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

Information systems principles, practices, applications and equipment.

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

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

Ability to communicate clearly both orally and in writing.

Safe work practices.

Skill to:

Plan, organize, assign, direct, review and evaluate activities of the Administrative Services Department.

Select, train, motivate and evaluate staff.

Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.

Analyze complex problems, evaluate alternatives, and make sound recommendations related to Administrative Services activities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS - Continued

Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies.

Interpret, analyze and apply federal, state and local laws, rules and regulations related to local government operations.

Develop and implement sound financial, procurement, human resources and general administrative systems and procedures.

Develop and administer a municipal budget.

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

Communicate clearly and concisely, both orally and in writing.

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

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

Assistant City Manager

Knowledge of:

Organization and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.

Modern and complex principles and practices of municipal program development and administrative.

Advanced principles and practices of budget preparation and administration.

Current social, political and economic trends and operating problems of a city government.

Economic development programs and services.

Modern methods of procurement, contract negotiation and administration.

Ability to:

Plan, organize, direct and coordinate the work of executive management

JOB RELATED AND ESSENTIAL QUALIFICATIONS - Continued

**Assistant City Manager
Ability to – Continued:**

personnel; delegate authority and responsibility.

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

Effectively and fairly negotiate appropriate solutions and contracts.

Allocate limited resources in a cost effective manner.

Gain cooperation through discussion and persuasion.

Evaluate and develop improvements in city operations, procedures, policies and methods.

Select, supervise, train, evaluate and motivate executive management staff.

Identify and respond to community and City Council issues, concerns and needs.

Experience and Training Guidelines:

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

Experience:

Six (6) years of progressively responsible fiscal, 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.

Training:

Equivalent to a Bachelor's degree with major coursework in public or business administration, accounting or a related field.

Masters Degree in Business, Finance, Public Administration, or a related field is desirable.