DIRECTOR OF ADMINISTRATIVE SERVICES

Definition:

Under general administrative direction is responsible for all activities of the Administrative Services Department including budget preparation and control, general accounting, treasury functions and programs, financial reporting, revenue billing including water utility and business registration, administration of taxes and financial requirements of City contracts, the management information system (MIS), purchasing and reprographic services and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes, directs and manages all activities of the Administrative Services Department to include City budget processes, financial/accounting and treasury functions, MIS and purchasing.

Coordinates Administrative Services Department activities with those of other departments as needed.

Advises the City Manager, City Council, and other City departments/divisions on issues pertaining to municipal budgeting and finance related matters.

Represents the City in municipal finance issues before a variety of groups, the public and other agencies.

Develops, recommends, administers, interprets and enforces departmental policies and procedures.

Develops, recommends, administers, interprets and enforces governmental accounting and auditing standards as promulgated by national standard setting bodies.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Directs and participates in the preparation of a wide variety of studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances.

Makes Administrative Services Department budget recommendations and administers the expenditure of funds.

Supervises the preparation of the City's annual budget and capital improvement program documents.

Administers the City's contract for data processing facility management and oversees the supervision of contract data processing staff.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Oversees the development and use of the MIS and coordinates its use and development with other computer systems.

Coordinates with other departments as to use of the City Attorney and other outside attorneys and monitors payment of related bills.

Formulates, recommends and implements departmental goals and develops workload indicators to measure progress towards goals achievement.

Makes applicable recommendations for the capital improvement program and for the purchase of materials, equipment and supplies.

Develops and evaluates special programs.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

Attends a variety of meetings and civic functions and represents the City.

Operates a personal computer and uses applicable software.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Class Characteristics:

Director of Administrative Services is a single incumbent department head class and is a member of the City's executive team. The Director of Administrative Services is appointed by and reports to the City Manager and has broad responsibility for the safe, effective and efficient administration of all department activities.

Contacts and Relationships:

The Director of Administrative Services supervises division managers and professional/administrative support staff and through them all Administrative Services Department employees. The Director of Administrative Services establishes and maintains contact with and has continuing interaction with a variety of City staff to include the City Council Members, the City Manager and City department heads. Additional contact will occur with civic groups and representatives of other public and private agencies. Contact with the public will occur during some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal government and general administrative services organization, administration and operations.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal finance, budgeting and auditing theory, principles and practices of financial reporting.

Financial and citywide computer applications.

Laws, codes, rules and procedures which apply to municipal accounting and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

AND

Ability to:

Provide leadership for the City's Administrative Services Department staff and programs.

Formulate and administer an effective City-wide fiscal management program.

Analyze problems and recommend and implement effective solutions.

Select, train, motivate, supervise and evaluate assigned staff.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Work within, interpret and apply applicable laws, City and department rules and regulations.

Resolve conflict situations in a fair and amicable manner.

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

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education/Training:

A Bachelors Degree in Finance, Management, Business Administration, Public Administration or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible municipal management or finance related experience, including three years at the mid-management level in an organization comparable to Fullerton in terms of the scope of activity.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Director of Administrative Services file financial disclosure statements in accordance with state and local laws.

The City of Fullerton's Municipal Code requires that the Director of Administrative Services, as the Director of Finance for the City file a bond with the City Clerk in the minimum penal sum of \$100,000.00. Such bond shall have the approval of the City Council and shall be filed prior to entering the position of Director of Administrative Service.

Other:

A graduate degree or some completed graduate level coursework in Finance, Management, Business Administration, Public Administration or a related field from an accredited college or university is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment. The incumbent uses a computer, keyboard and related equipment, sits, stands, walks, twists, kneels, crouches, reaches, bends and grasps and may operate a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.

Revised December 2004 Revised June 1995