



CITY OF HALF MOON BAY

Job Specification

Class Title: Administrative Service Director

Status: Exempt

Department: Administrative Services

Reports To: City Manager

Employee Group: Unrepresented Management

Adopted by City Council/Resolution Number:

Modified:

DEFINITION

Under general direction of the City Manager, provides senior leadership to program managers with overall responsibility for Finance, Human Resources, Risk Management, IT, and other administrative services. Serves as a key member of the City's executive leadership team with significant involvement in overall planning and management and financial leadership for the organization, as well as oversight to the human resources, risk management, information technology, and emergency services.

SUPERVISION RECEIVED/EXERCISED

The Administrative Services Director receives general direction from the City Manager and works closely with directors and managers. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

Finance:

- Plans, organizes, and directs all financial operations of the City including purchasing, payroll, accounts payable, annual budget preparation and monitoring, accounting, investment management, and information systems.
- Reviews, evaluates, and recommends improvements to the City's administrative and financial internal control systems and procedures and ensures reporting and auditing compliance.
- Manages the fiscal year end close process, oversees annual external audit and develops the Comprehensive Annual Financial Report (CAFR).

- Develops and implements goals, objectives, policies and priorities, prepares various financial reports and analyses requested by the City Manager.
- Develops and maintains a strong customer service orientation in all programs and activities; provides professional guidance to other city staff in the management and control of financial affairs.
- Conducts risk assessments, which involves analyzing risks as well as identifying, describing and estimating the risks affecting the City.
- Establish risk control and financing methods to treat identifiable risks.

Human Resources:

- Oversees recruitment and selection
- Works closely with the City's third-party administrator in the administration of workers' compensation claims and the safety program.
- Provides for the effective administration of the City's benefit plans.
- Coordinates employee development, training, and job performance evaluation.
- Assures that employee personnel files are maintained as required by law.
- Manages the labor relations function, including the collective bargaining process, implementation of new contract provisions, and administering contract grievance procedures.
- Provides direction in classification and compensation studies; prepares and delivers reports based on findings and recommendations.
- Advises City Manager and Department Directors in handling employee grievances and conducts administrative investigations.

Information Technology:

- Develops and implements comprehensive citywide information technology program and telecommunication system in collaboration with the City Manager and Department Directors.
- Directs the development and implementation of departmental policies, goals, and objectives.
- Negotiates and administers contracts related to telecommunications and information technology systems.
- Manages customer support function for IT applications and computer hardware; provides assistance to management, supervisors and staff in efficient technology implementation.
- Oversees the administration of the City's website and web-based applications and programs.

Administration/Emergency Services/Contract Management:

- Oversees emergency preparedness programs and responds to City emergency situations during regular work hours and outside of regular work hours as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of: public administration and local government operations; organization, administration, budget, financial and personnel management; effective supervision and management; project management systems; and purchasing methods and principles.
- Research and analytical techniques.

- Laws, ordinances, and procedures related to municipal operations, including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
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- Functions, operations and technology related to City financial, business and administrative applications and related hardware and software.
- Current technology related to City applications, networks and telecommunications and the equipment and software required to maximize system support.
- Principles and procedures of standard business applications, such as word processing, spreadsheets and data base management.
- Contract management.

Skill to:

- Prepare budget analysis, cost projections, and cost-benefit analysis.
- Manage complex projects.
- Operate contemporary office equipment, including computer systems and associated software.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for each department.
- Develop and maintain equitable and consistent human resources programs and plans related to job analysis, classification and compensation, benefits administration, and labor relations.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Effectively represent each department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations and skill to negotiate with such parties.

Ability to:

- Analyze complex problems and make sound recommendations.
- Generate and implement ideas.
- Motivate others to excel.
- Anticipate problems and bring them to the City Manager's attention.
- Be politically astute and capable of making recommendations a political environment.
- Plan, organize, prioritize, direct, schedule and supervise City operation support programs and activities.
- Communicate clearly and concisely both orally and in writing.
- Establish, maintain and foster good working relationships with those supervised and contacted in the course of work.
- Prepare and administer a departmental budget.
- Prepare projects and manage them to completion.
- Learn, retain, interpret and apply pertinent provisions of the City's Rules and Regulations, and City policies.
- Adapt effectively to change.
- Coordinate program activities and projects with City staff, other agencies, contractors and the public.
- Manage highly sensitive and confidential information.

EDUCATION AND EXPERIENCE

**Administrative Service Director
Unrepresented Management
January 2019**

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from a four-year college or university with major course work in accounting, economics, human resources, business or public administration or a field related to the work. A master's degree in business or related field or license as a C.P.A. is desirable.

Experience:

Four years of supervisory or administrative experience in maintaining financial records and preparing statements in a public agency setting and previous administrative or professional experience related to the human resources, risk management and other administrative services.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORKING CONDITIONS

Working in an office environment is required in this position. The incumbent must travel to and from work site. Will be required to interact with customers with varying dispositions.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession a valid California Class "C" Driver's License.

