



Class Code: 057.2
WP Code: ADSERDIR
Established: 06-00
Revised: 06-01; 12-10
EEO Code: OFF/ADMIN

CLASS SPECIFICATION

ADMINISTRATIVE SERVICES DIRECTOR

POSITION DESCRIPTION

Nature of Work: Under administrative direction of the City Manager, directs activities of Finance, Information Systems, and Management Services Departments. Advises on matters, related to City finances, recommends technology systems and strategies, and conducts analytical studies and work on projects related to the activities or operations of the City. Participates as a member of the City Manager's Executive Team in the consideration of general City policies, programs and concerns. Performs related work as assigned.

Class Characteristics: This class is responsible for providing management direction to finance, information systems, and management services. Incumbent confers with management staff in assigned areas on operational issues and problems, directs development of action plans and strategies; evaluates programs and services and makes recommendations to the City Manager for their improvement. This position participates in project and program origination and manages implementation through subordinate management personnel. As a member of the Executive Team, incumbent participates in development of City-wide short-term and long-term strategies and in problem solving for a variety of City-wide issues.

Essential Duties: Plans, organizes, directs and evaluates the activities of Finance, Information Systems Department and Management Services Departments. Develops and directs implementation of goals and objectives, policies, procedures, and work standards. Serves as financial advisor conducting financial forecasts, managing investments, recommending financing sources, and advising on matters involving the City's financial condition. Develops and monitors accounting policies, procedures and guidelines to insure proper control and audit of City finances. Prepares, analyzes, and monitors the City's budget and capital improvement plan and provides periodic reports to the City Manager. Responsible for various financial reports and audits including: the five-year City budget and forecasts; the Comprehensive Annual Finance Report (CAFR) and the Redevelopment Agency (RDA) audits and reports. Insures City compliance to the Governmental Accounting Standards Board (GASB). Recommends policy options in the preparation and monitoring of the budget in order to ensure the financial health of the City. Directs the preparation and administration of the departments' budgets. Serves as contract administrator for Waste Management, setting annual rates, reviewing fees and charges and maintaining regulatory compliance. Tax administrator for the City of Newark User's Utility Tax. Provides daily administration and supervision to the Finance Department staff. Reviews and signs daily transactions and weekly purchase orders. Provides direction on significant financial matters. Provides direction to the Information Systems and Management Services Department divisions managers.

ADMINISTRATIVE SERVICES DIRECTOR

Supervises and evaluates subordinates' performance; reviews and directs programs and services; sets priorities; Directs the preparation of a variety of periodic and special reports; makes presentations before the City Council and other organizations; represents the City in meetings with other governmental agencies, community groups and the public. Serves as advisor to the City Manager and others on financial, information systems and management services matters; monitors developments and legislation related to finance, information systems, and management services. Works on projects and committees as assigned by the City Manager.

QUALIFICATIONS

Knowledge of:

Theories, principles, practices, and techniques of municipal management of finance, information systems, management services.

Theories, principles, practices, problems and techniques of public administration.

Administrative principles and methods, including goal setting, program and budget development and implement.

Principles and practices of management and supervision.

Principles and practices of program development and assessment.

Research and analytical methods and techniques.

Modern computer systems theory, principles, and practices

Management information systems.

Computerized office software applications.

Applicable Federal, State and local laws and regulations.

Business applications, functions and programs for personal computers.

Ability or Skill to:

Plan, organize and direct a variety of administrative activities including finance, information systems, and management services.

Direct, train, motivate and evaluate assigned staff.

Establish and maintain effective working relationships with the general public, City departments, City officials and private agencies; working cooperatively with State, County and Federal government agencies.

Review, organize, and develop technical documents, proposals and reports.

Prepare clear, concise, and complete statistical and technical reports and written correspondence.

Exercise sound independent judgment within general policy guidelines.

Analyze complex problems, evaluate alternatives, and make creative recommendations.

Make persuasive presentations of ideas, concepts and recommendations.

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

Represent the City effectively in meetings with others.

Experience and Education: Any combination of education and experience which demonstrates knowledge and competency in requisite knowledge, skills, and abilities such as five years of progressively responsible management or supervisory experience in human resources, management analysis, public administration or a closely related field. A Bachelor's Degree with major course work in management, business administration, public administration, public policy, or related field. A Master's Degree is desirable.

Special Requirements: Must possess a valid California driver's license and have a satisfactory driving record.

Probationary Period: 12 Months

FLSA: Exempt