

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under direction of the City Manager or his/her designee, plan, organize, and direct the financial activities of the City, the Local Successor Agency and Housing Successor Agency of the City of San Pablo; oversee the receipt and disbursement of the City funds; administer and assist in the preparation of the Annual or Multi-Year City budgets; manage and administer City investments. and renders technical direction and advices on matters relating to accounting, budget, purchasing functions, information technology; and performs related work as required. The Director directly manages the City's Financial Services and Information Technology Services.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager or designee. Responsibilities include direct and indirect supervision of department staff.

EXAMPLES OF DUTIES (Duties are illustrative only and not all inclusive)

Essential

Plans, organizes, directs, and coordinates operations of the of the Finance and Information Technology Divisions.

Oversees City-wide financial activities including forecasts and investments, policies and procedures, and financial operations; advises the City Council, the City Manager, and department directors on matters involving the City's financial condition.

Prepares operating and capital improvements budgets and supervises the execution of the budget after approval.

Assures adequate financial controls of expenditures.

Develops and recommends to the City Manager departmental goals, objectives, and programs; oversees the development and implementation of fiscal and information technology strategic plans; develops and manages the Department's budget.

Ensures the City implements and maintains high quality information systems and technology; serves as an effective advocate for information technology and the business units it serves.

Directs the development of Department programs, establishes policies, procedures, and guidelines to be observed in the supervision of the respective divisions.

Administrative Services Director

Directs the development and implementation of training programs for staff; oversees the Department's performance management; reviews workloads and establishes work schedules.

Coordinates Department activities both within the Department and with other City staff and outside agencies.

Act as an alternate City representative for coordination with the City's Risk Management JPA.

Addresses community groups on a variety of City administrative matters; prepares and presents to the City Manager and the City Council oral and written reports; conducts special studies and works on projects as assigned by the City Manager; acts for the City Manager as directed.

As an at-will, executive management employee, performs other executive management peripheral duties as directed by the City Manager.

Important

Performs other duties of a similar nature or level and as assigned.

QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including: goal setting, program development, implementation, and evaluation.

Principles and practices of work organization, staff supervision, training, professional development as well as work review and evaluation.

Has thorough knowledge of the theories, principles, and practices of administration and management.

Considerable knowledge of municipal and governmental budgeting, accounting, auditing, treasury management, and revenue forecasting.

Considerable knowledge of local government investment policy, investment strategies, interest bearing instruments, and cash flow forecasting.

Considerable knowledge of information systems, technology, and applications, including current trends and practices, and a keen understanding of the strategic planning process for the City's current and future technological needs.

Knowledge of standards and best practices related to financial operations, technology, information security, and procurement.

Administrative Services Director

Working knowledge of the laws and court decisions which relate to finance and information technology.

Working knowledge of contract negotiations and the dynamics of City government and general problems faced.

Skilled at:

Communicating effectively in English both orally and in writing; making presentations; and responding to questions clearly and concisely.

Problem solving, negotiation, and collaboration.

Establishing and maintaining effective working relationships with others.

Supervising, evaluating, and training assigned staff.

Interacting effectively with the general public, City departments and officials, State, County, and Federal government, and private agencies in coordinating activities and resolving problems.

Ability to:

Plan, organize, direct and review the activities of the department; provide administrative and professional leadership.

Prepare budget estimates and exercise control over department expenditures.

Prepare and present accurate, clear and comprehensive reports, both orally and in writing.

Establish and maintain effective relationships with other officials, employees and the public.

Ability to develop comprehensive plans to satisfy future needs for departmental services.

Effectively utilize computer applications and technology related to the work.

Ability to think creatively and to implement state of the art practices to enhance the effectiveness of City operations.

Handle confidential information with professional demeanor and discretion.

Communicate effectively with officials, coworkers, supervisors, representatives of both public and private organizations as well as the general public, sufficient to exchange or convey information.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education

A bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration. A Master's Degree is also preferred but not required for City employment.

Experience

A minimum of seven years of extensive, progressively responsible administrative and supervisory experience in accounting, finance, business or public administration, preferably involving a centralized finance and/or information technology system as found in a city, county or special district.

Licenses and Certifications:

Must possess a valid California Class C driver license and have a satisfactory driving record.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs to increase departmental efficiency and improvement of service.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

ESTABLISHED: 12/2017
REVISED: 03/04/2024 / RES 2024-033
FLSA: Exempt