

*CITY OF SONORA*

*JOB DESCRIPTION*

*APPROVED 03-16-2015*

*(Replaces Finance Director Classification)*



# ADMINISTRATIVE SERVICES DIRECTOR

## DEFINITION

Under the direction of the City Administrator, plans, organizes and directs the activities of the Administrative Services Department; is responsible for the following functions: accounting, treasury, purchasing, business license program, payroll, audits, information technology and human resource functions. Primary responsibilities include: developing and implementing efficient and effective financial policies, plans and reporting systems that help the operating departments achieve their objectives and assure the City's long-term fiscal health; effectively using the City's information technology resources to improve customer service and productivity; and providing quality services to all of the department's customers--both internal and external to the organization.

## DISTINGUISHING CHARACTERISTICS

The classification of Administrative Services Director supervises the administration and operation of the Administrative Services Department. The Administrative Services Director works closely with the City Administrator in managing the day to day administrative services operations of the City.

## ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- < Advises the Council and City Administrator on fiscal and information technology matters, including review of Council agenda reports and other policy documents for fiscal effects.
- < Plans and supervises the financial activities of the City, working closely with the City Administrator.
- < Directs preparation and administration of the annual budget and annual reports in accordance with generally accepted accounting principles.
- < Develops purchasing policies, standards, and procedures and monitors compliance with them.
- < Develops and implements city-wide information technology systems, policies and standards; coordinates preparation of city-wide priorities for new systems acquisitions and replacements.
- < Coordinates department training activities; administers department budgets; implements city-wide personnel policies at the department level; and coordinates departmental activities that cross program lines.
- < Issues interim reports on the City's fiscal and budgetary status; coordinates annual and special audits; and prepares annual financial reports.
- < Oversees the processing of City payroll and vendor payments.
- < Serves as the City's Treasurer; manages the City's investment portfolio.
- < Serves as a member of the City's Finance Committee and attends finance related meetings and trainings.
- < Keeps current inventories of all capital assets.
- < Plans and coordinates project financing for capital improvements and administers ongoing debt service obligation and covenants.
- < Prepares revenue projections and monitors trends.
- < Prepares all reports required by the State Controller's Office.
- < Administers the City's business licenses, accounts receivable, and cashier/public counter activities.
- < Assures adequate support, maintenance and training for organization-wide office automation applications, including local and wide area network operations, data communications, and other electronic systems (such as telephones and copiers).
- < Performs all municipal personnel management functions, namely recruitment, selection and utilization, classification, employee development, training (including safety programs), personnel policy determination and administration.
- < Administers City insurances as they relate to Employee Benefits and administers the City's Deferred Compensation Plans.
- < Responsible for the employee relations program for the City and assists with the meet-and-confer sessions with employee group representatives.

- < Handles administration of employee benefits including health insurance, retirement, workers compensation and wellness.
- < Advises and makes recommendations to City officials on organization and staffing problems, confers with employees and employee groups and provides information on personnel policies and practices; directs the processing and maintenance of all personnel records and reports.
- < Reviews and administers the performance evaluation program, grievance procedures, equal employment opportunity and affirmative action programs; coordinates employee training to ensure optimum utilization of human resources.
- < Employs, trains, supervises, directs and evaluates department's staff.
- < Serves as City Administrator in his/her absence, when designated.
- < Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- < Governmental accounting and generally accepted accounting principles and practices used by local and state government.
- < Auditing principals and practices.
- < Research methods and techniques.
- < GASB accounting practices.
- < Community and Assessment District finances.
- < Community Development Block Grant/Municipal Grant finances.
- < Computer operations and finance reporting software.
- < Administration of public personnel and risk management operations.

### **Ability to:**

- < Prepare a Comprehensive Annual Financial Report.
- < Plan, direct and supervise the financial and personnel activities of the City.
- < Identify the objectives, policies and programs of the City administration and follow, coordinate or supervise their implementation.
- < Develop, collate and analyze information and data and make administrative or policy recommendations therefrom.

- < Work closely and cooperatively with the City Administrator and other department heads and employees.
- < Provide customer service orientation with the public and with other departments.
- < Have strong organizational and analytical skills.
- < Follow oral and written instructions.
- < Establish and maintain good working relationships with co-workers and the public.
- < Communicate clearly and concisely, both orally and in writing.
- < Communicate effectively with the City Council, staff members and the public.
- < Operate computer (prepare finance related graphs & charts), 10 key and other office related equipment.

#### **Education/Experience:**

- < Graduation from an accredited four-year college or university with a degree in accounting, public or business administration, economics, personnel administration or related field. Ten (10) years of full-time/benefitted experience in an administrative/ supervisory Finance related classification can be substituted for the degree.
- < Five years of increasingly responsible municipal administrative experience, providing a knowledge of finance and budget preparation and personnel administration., including three years of administrative/supervisory responsibility.
- < Possession of a valid Class C Driver's License issued by the State of California Department of Motor Vehicles.

#### **WORKING CONDITIONS**

A person in this position will work predominantly in an office environment with: sustained posture in a seated position for prolonged periods of time; some walking and standing; occasional bending, twisting, squatting, kneeling, lifting, and stooping; finger manipulation ability (keyboard dexterity/grasping); work in an environment with frequent interruptions and distractions, complete work under inflexible deadlines, have the memory capacity to recall details and events; distinguish between critical information

and background noise/distractions; solve problems based on application of established policies and procedures; select, interpret, and apply standard and complex concepts and procedures to solve problems; have oral communication skills sufficient enough to allow for clear and unambiguous information transmission; and travel to and attend a variety of meetings.

A person in this position must be found to be free from any physical, emotional or mental conditions which might adversely affect the exercise of powers related to the Finance Director classification.