



## **Assistant Director of Administrative Services**

### **Definition**

Under general direction of the Director of Administrative Services, the Assistant Director plans, manages, organizes, directs the functions and activities of the Finance, Purchasing and Budget divisions. This position is responsible for general accounting, financial reporting, budget development, business licensing, short- and long-term fiscal services and purchasing activities; and performs related work as required.

### **Class Characteristics**

This is a management classification with responsibility for directing, planning and organizing activities and services of the Department which may include budget and analysis, treasury, financial management, accounting, revenue and payroll. This position has responsibility for managing departmental operations and assisting in the fiscal management of the City. This class is further distinguished from the Director of Administrative Services in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

### **Supervision Received and Exercised**

Receives general direction from the Director of Administrative Services. May exercise direct and general supervision over professional, technical, and administrative support staff.

### **Typical Job Functions**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Plan, manage and direct the daily operations of the Finance, Purchasing and Budget Divisions.

Develop and implement finance and budget strategic plans, policies, procedures and standards.

Oversees the treasury function, including managing the City's investment strategy and portfolio.

Oversees the City's debt issuance and management policy.

Assist the Human Resources Division in preparing calculations for proposals involved in labor negotiations and analyzing fiscal impacts to the budget.

Plan, organize, direct and coordinate the City's budget processes and prepare the City's budget and various non-departmental budgets.

Forecast revenues and expenditures for the City's General Fund and other funds using trend analysis or other appropriate econometric models/software.

Prepare and update the 10-year financial forecast and other long-term projections.

Work and develop collaborative working relationships with other City departments and other agencies.

Prepare financial and budgetary materials for City Manager and Council Budget Review Sessions, public hearings, and Council meetings; participates in the development of financial planning strategies; directs and/or performs a compilation of data.

Develop budget policy and formulate recommendations to the Director and assist in the implementation of the budget policy and other Department policies.

Coordinate the integration of budget amendments/transfers in the budget system, revenue, and expenditure analysis, and quarterly budget status reports.

Develop procedures to facilitate monitoring revenues, expenditures, encumbrances, and capital projects in compliance with federal, state, and municipal ordinances.

Review and approve, within delegated authority limits, requests for budgetary changes and contractual services by City departments' staff and/or directors during the fiscal year.

Conduct complex budgetary and financially oriented research, studies, and reports.

Work with external and internal audit staff in reviewing and analyzing financial records, operational systems, and controls.

Work with department heads and their designees to identify and solve budget issues.

Assist department and division heads in developing, presenting, and amending their budgets.

Direct staff activities related to budget preparation, completion, evaluation, and ongoing review.

Supervise staff activities related to investment, debt management, and risk management.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director of Administrative Services.

Hire, train, motivate and evaluate staff. Assign work activities, projects, and programs; monitor work flow; and review and evaluate work products.

Provides highly complex staff assistance to the Director of Administrative Services; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to Council, various commissions, and committees.

Act as Director of Administrative Services Director as assigned.

Performs other duties as assigned.

### **Qualifications**

#### **Knowledge of:**

Principles and practices of governmental accounting and municipal budget development and management (operating and CIP).

Audit, revenue and expenditure forecasting, financial analysis and internal financial control processes. Investment of public funds; debt management; and financial analysis, including revenue forecasting and long-range financial planning.

Principles and practices of financial policy development and implementation, revenue forecasting, financial control systems and methodology, laws, rules and regulations that apply to local government fiscal operations, sources of revenue, and expenditures typical of local government.

Research methods and statistical analysis.

Complex spreadsheets and database applications.

Business computer user and database applications and automated financial management systems. English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

General operations, public policy, and fiscal complexities of local government.

#### **Ability to:**

Manage and monitor the City's budget process.

Prepare comprehensive, concise and accurate budget, accounting, purchasing, financial and statistical reports.

Communicate complex financial information, analyze problems, and prepare effective written and oral reports.

Demonstrate a high level of proficiency in various software applications, including integration of the budget and publication software, advanced level spreadsheets, databases, and presentation software programs.

Effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Prepare and present clear, complete, accurate, concise, and logical written and oral reports.

Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.

Conduct complex research projects, evaluate alternatives and present sound recommendations

Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures. Interpret, analyze, apply, explain, and ensure compliance with Federal, State, local and department policies, procedures, laws, and regulations.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of management and/or administrative budgeting, accounting or related finance field experience, including at least three years of experience performing complex financial and budgetary analysis in a supervisory role. Possession of a Master's degree in Public/Business Administration or finance degree is highly desirable. A CPA is preferred.

### **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, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

### **Working Conditions**

May be required to attend Commission, Committee, and Council meetings outside of regular work hours.

FLSA: Exempt  
Est. 11/2024