



ASSISTANT CITY MANAGER/ DIRECTOR OF ADMINISTRATIVE SERVICES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the administrative direction of the City Manager, this classification performs a variety of general administrative duties, and functions as a department head over finance and personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides administrative support to the City Manager and operating departments through the performance of special projects, serving as the City representative on inter-agency committees, coordination of interdepartmental activities and the review of policies and procedures.
- Administers all fiscal activities including: accounting; audit; treasury; budget; business licenses; and utility billing and collections.
- Administers all personnel activities including: recruitment and testing; employee benefits; affirmative action; and training.
- Directly or indirectly supervises all staff assigned to fiscal and personnel functions.
- Implements applicable policies and programs adopted by the City Council or City Manager; and develops recommendations regarding new or modified programs and policies.
- Ensures that the goals and objectives of assigned programs are met.
- Reviews operations and, as appropriate, introduces new or revised procedures.
- Maintains liaison with other City departments and agencies
- Acts as City Manager in that executive's absence.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Sufficient education and experience to perform the above duties. A typical qualifying background would be graduation from an accredited college or university with a Bachelor's Degree in accounting, financial management, public administration or a closely related field; and four years of experience involving the supervision and management of local government financial operations.

License/Certificate:

Possession of a valid State of California Driver's License.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of public administration, city management and supervision; laws and regulations related to public administration; principles and practices of local government budgeting and financial administration; and computerized systems relating to fiscal operations and general office management.

Ability to:

Effectively administer financial and personnel activities; acquire a thorough knowledge of City programs and policies and of applicable Federal and State regulations; prepare concise and accurate administrative and financial reports; communicate effectively in writing and verbally; work extended hours; and maintain effective working relationships with those contacted in the course of work.

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ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR
DEPARTMENT HEAD UNREPRESENTED
EXEMPT
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