

ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; maintains and improves the City's accounting system; assists the Administrative Services Director with human resources activities including benefits administration and policy development; administers current and long-term planning activities; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Administrative Services Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification that manages all accounting activities in the Administrative Services Department as well as benefits administration and human resources support. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Administrative Services Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is further distinguished from the Administrative Services Director in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the Financial Services Division, including preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and record-keeping.
- Manages all benefits programs offered by the City and offers professional advice and recommendations regarding policies and procedures related to human resources issues.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budgets.
- 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 Administrative Services Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Administrative Services Director.
- Manages and participates in all activities related to the City's accounting function, including the accounting system, accounts payable, accounts receivable, processing and issuance of checks and warrants, and cash receipts.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares new-year, mid-year, year-end and special reports, including the State Controller's Report and Comprehensive Annual Financial Report (CAFR).
- Manages the City's investment and monitors cashflow for all funds.
- Monitors parking lot leases, bank deposits, and billings for parking spots.
- Manages annual independent audit; schedules, provides information and reporting for audits; provides assistance with the Transit Occupancy tax audits.
- Prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the annual operating and Capital Improvement Program budgets.
- Prepares financial documentation and materials for filing FEMA claims for reimbursement.
- Prepares the annual budget, including goals and objectives for the Finance Division.
- Assists in the preparation of agenda items for City Council review.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal and human resources matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures that necessary corrective actions are taken.
- Provides highly complex staff assistance to the Administrative Services Director; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Serves as the alternate board member for the City's risk management JPA.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public agency finance, including general and governmental accounting, auditing and reporting functions.
- Principles and practices of human resources including benefits administration.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills 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 accounting experience, including three (3) years of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certification as a Certified Public Accountant in the State of California is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; 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 in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.