



CLASS SPECIFICATION

CLASS TITLE:

Assistant Administrative Services Director

DEFINITION:

Under administrative direction, plans, organizes, manages, directs and oversees the staff, functions and activities of the Administrative Services Department, including finance, human resources, and information technology; exercises independent judgment and discretion in formulating, managing and controlling administrative and fiscal policies; areas of responsibility include general accounting, financial reporting, budget development and business licensing; administers short and long-range fiscal services planning activities; manages the effective use of assigned resources to improve organizational productivity and customer service; provides complex and responsible support to the Administrative Services Director in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Assistant Administrative Services Director oversees two divisions within the Administrative Services Department. This class provides support to the City's Administrative Services Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background in one or more of the following functional areas: finance, human resources, information technology, risk, or public administration. Additionally, successful performance requires skill in coordinating work with other City divisions, departments, and outside agencies. The incumbent should possess knowledge in public policy, municipal functions and activities, including the role of an elected City Council and advisory bodies, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. This is a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED:

Works under the general supervision of either the Administrative Services Director or Assistant City Manager or designee.

SUPERVISION EXERCISED:

May exercise general or direct supervision over managerial, technical or clerical support staff, temporary, seasonal, part-time or other staff, as assigned. May exercise indirect supervision over any organizational staff, managerial, technical, clerical, miscellaneous, safety, temporary, seasonal, part-time, or other staff as assigned on a project basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):

Candidate may be assigned multiple duties and responsibilities including, but not limited to, some or all of the following based on their skills and abilities:

- Plans, manages, and oversees the daily functions, operations, and activities of assigned divisions within the Administrative Services Department, typically including finance, human resources, information technology, or risk management.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Directs and participates in the development of the City-wide operating and capital budget; works with departments to provide data and support for their budget development; monitors departmental budget performance and makes recommendations for adjustments as needed; and conducts ongoing analysis of the City's financial condition, reporting to, and advising, executive management on fiscal matters.
- Develops and standardizes procedures and methods to improve and continuously monitors 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 recommends to management.
- Conducts operational effectiveness reviews to identify baseline levels of service provision, cost of service provision, alternative opportunities, and tradeoffs between alternatives.
- Establishes and maintains positive working relationships with representatives of community organizations, State and local agencies and associations, City management, staff, and the public.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops, negotiates, and reviews contract terms and amendments; ensures contractor compliance with City and department standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise.
- Provides highly complex staff assistance to the Administrative Services Director; conducts a variety of organizational and operational studies, special projects, and investigations; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the financial field; monitors changes in regulations that may affect business systems operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the preparation of, and participates in developing fiscal reports including monthly, quarterly and annual reports as well as the City's Annual Comprehensive Financial Report (ACFR), ensuring adherence to mandated rules, regulations and professional standards.
- Prepare and update the five-year financial forecast and other long-term projections and plans.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Plans and implements process improvement initiatives such as software tool implementations, kaizen events, and others.

- Develop, direct, and administer the City's classification and compensation plan and related policies including recommending the adoption or elimination of classifications, directing compensation and benefit surveys for evaluation, and recommending salaries and strategies for labor negotiations.
- Recommend, create, revise, and administer administrative regulations, policies, and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and Department Heads; prepare and present staff reports and other necessary correspondence.
- Navigate Department Heads through various personnel issues including facilitating performance management, managing employee issues, identifying solutions, and providing strategy and guidance in all areas of personnel management.
- Performs other duties as assigned.

PERIPHERAL DUTIES:

- Reports for work at any time in event of disaster or other emergency situation.
- Interviews individuals to obtain data or draft correspondence to answer inquiries.
- May review purchase requisitions to ensure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City.
- Reviews and keeps current on new laws and regulations affecting the organization.
- Assists in the development of notices, flyers: brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Attend seminars and workshops related to administrative duties and responsibilities.
- Serves as a liaison to various employee committees.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination of experience, education, and training that would provide the best qualified candidate. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Seven (7) years of progressively responsible municipal government experience which includes at least five (5) years of full-time administrative and managerial experience similar to Senior Administrative Analyst in the City of San Bruno.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, information technology, public administration, or related field. A Master's degree in public administration or other closely related field is desirable.

License: Requires the possession of a valid California Driver's license and a satisfactory driving record as determined by the City.

Other Requirements: Must have the willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; travel out of town and attend workshops, conferences, seminars, and meetings during working and non-working hours.

Special Requirements: Essential duties require the mental and/or physical ability to work in a standard office environment; drive a vehicle; read fine print and computer monitors; operate a computer keyboard; converse by telephone, in person, and to large groups and be clearly understood; stamina to work additional hours to meet deadlines and attend night meetings.

DEMONSTRATED KNOWLEDGE OF:

Modern and highly complex organizational, management, and leadership principles and practices as applied to the analysis and evaluation of programs, policies, and operational needs; financial management and budgetary processes and procedures including resource allocation; problem solving and mediation techniques to resolve disputes; functioning and political sensitivities of external agencies, internal committees, and commissions; pertinent Federal, State, and local laws, regulations, codes, ordinances, and policies applicable to operations and activities; effective techniques and methods of leadership, mentoring, empowerment, and teamwork; human resources management to effectively supervise and evaluate staff; personal computer software applications as used in an Administrative Services Department; research methods and sources of information as required for each division; principles of economics and statistics; and technical management practices of one of the noted divisions.

DEMONSTRATED SKILLS TO:

Plan, organize, coordinate and direct the activities of a diversified Administrative Services Department; direct and oversee the operations of a major division in the Administrative Services Department; select, supervise, train, evaluate, mentor, and coach employees; identify and respond to issues of concern from the public and City Council; develop comprehensive strategic plans for present and future departmental services; analyze technical and administrative obstacles, identify solutions, project outcomes, and take or recommend appropriate actions in support of goals; forecast and plan for future needs; properly interpret and apply pertinent laws, regulations, ordinances, and policies; prepare and administer a budget; perform mathematical calculations; solve technical, financial, and public relation concerns relating to programs; make effective presentations to the City Council, various boards and commissions, community groups and the public; relate effectively and positively to those contacted in the course of work; exercise sound judgment, tact, creativity, resourcefulness, and leadership in dealing with the public, City officials, commissions and boards, outside agencies, businesses, and other City departments; maintain and exhibit discretion, honesty, and integrity when handling sensitive situations; gain cooperation through discussion and persuasion; encourage employees to take initiative and responsibility; communicate clearly and concisely, both verbally and in writing; and exemplify an enthusiastic, resourceful, and effective customer service attitude with the public, co-workers, and others contacted in the course of work.

ABILITY TO:

Influence and enhance the continuous improvement processes of the City; adapt and contribute to the City's cultural philosophy; participate in a collaborative and positive manner with the department's management team and all members of the organization; support and promote the City Manager and City Council's policies, goals, and vision; work well under the urgency of deadlines; and effectively apply City, department, and division policies, procedures, rules and

regulation, terminology, information systems and standards in the performance of assigned duties.

SKILL IN OPERATION OF LISTED TOOLS AND EQUIPMENT:

- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.

Category:	Unrep
FLSA Classification:	Exempt
Effective Date:	September 1, 2024
Revisions:	n/a