

**City of Sebastopol
Job Description**

Job Title: Administrative Services Director
Division: Management
Department: Finance Department
Location: City Hall
Shift: As Required
Reports To: City Manager
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: July 16, 2019
FLSA Status: Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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.

SUMMARY

Under administrative direction, plans, organizes, manages, directs, and reviews the operations and services of the Finance Department which includes financial reporting, auditing, general accounting, payroll processing, employee benefits, budget preparation, revenue management, debt administration, information systems, human resources and risk management, utility billing,, and business licenses; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Director is a Department Head level class which oversees all functions and operations of the Finance Department and is responsible for developing, implementing, reviewing, interpreting, and coordinating policies in the administration of a diversified accounting, investment, human resources, and information services operation.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Incumbents in this class are expected to exercise a wide variety of independent decision-making within legal and general policy and regulatory guidelines. Exercises direct and indirect supervision of Finance Department staff in accordance with the organization's policies and applicable laws.

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

- Responsible for all Finance Department activities and services, including activities associated with treasury, general accounting, auditing, purchasing, payroll processing, utility billing, business licenses, grant administration, fixed assets and city-wide information systems
- Coordinates the City's investment portfolio as authorized
- Coordinates activities with other City officials, departments, outside agencies, organizations and the public
- Represents the City in professional and community meetings; stays current on issues relative to the

field of finance, portfolio management and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department

- Plans, directs, coordinates and participates in the department's work plan; assigns work activities and responsibilities to appropriate department personnel
- Reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues
- Oversees the selection, training and evaluation programs for all Finance Department personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; oversees discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations
- Interprets and enforces a variety of laws, codes, ordinances, regulations and standards
- Directs and participates in all financial management and information system activities; manages and coordinates the City's investment portfolio maximizing income and safety through the application of daily and long range investment policies; administers bond programs and secures tax-exempt and other types of financing; coordinates, reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy and compliance with appropriate laws, ordinances and regulations
- Coordinates the City-wide budget process; discusses and resolves budget issues with appropriate City staff; implements adjustments as necessary
- Prepares, manages, and coordinates the development of the Finance Department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment
- Attends and participates in subcommittee meetings
- Stays current on issues relative to the field of finance, portfolio management, human resources, and information systems
- Responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints;
- Establishes and maintains a customer service orientation within the department
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance or a closely related field; and four (4) years of progressively responsible experience in a professional, administrative, fiscal, or human resources staff position, or related experience and/or training, including at least one (1) year of experience supervising professional, administrative or technical staff or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, elected officials, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or City Council.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Driver's license is required for this position.

OTHER QUALIFICATIONS

The ability to learn and administer the City's computer software for financial record keeping and reporting is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate with brief periods of loud noise.