

CITY OF ARCADIA
ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Administrative Services Department including Finance, Treasury, Accounting, Billing, Purchasing, and Information Systems; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Administrative Services Department services and activities including Finance, Treasury, Accounting, Billing, Purchasing, and Information Systems.

Manage the development and implementation of Administrative Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Administrative Services Department to other City departments, elected officials, and outside agencies; explain and interpret Administrative Services Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Administrative Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the Administrative Services Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage and participate in the development and administration of the Administrative Services Department and City budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Administrative Services Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Administrative Services programs, policies, and procedures as appropriate.

Maintain an effective, accurate financial system.

Direct the disbursement of City funds and control expenditures to ensure that budget appropriations are not exceeded.

Audit and approve all purchase orders, bills, invoices, and charges against the City.

Direct the collection, receipt, and deposit of all monies payable to the City.

Direct the preparation of monthly statements of all City receipts and disbursements to show financial condition of the City.

Prepare financial statements as prescribed by law.

Participate on a variety of boards and commissions, as needed; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of administrative services programs.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive Administrative Services program.

Pertinent Federal, State, and local laws, codes, and regulations pertaining to financial reporting, accounting, investing, payroll, purchasing, and personnel.

Organization and management practices as applied to the analysis and evaluation of Administrative Services programs, policies, and operational needs.

Modern and complex principles and practices of Administrative Services program development and administration.

Principles and practices of accounting, financial reporting, audit, and bond financing.

Information sources and research techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit preparation and procedures.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

Skill to:

Operate office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Administrative Services Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Administrative Services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

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

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Seven years of responsible accounting experience including five years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January 1999

Revised Date: December 2023