

ADMINISTRATIVE SERVICES GENERAL MANAGER

Job Summary:

Under general direction of the City Manager, plans, leads, and oversees a broad range of administrative services, including finance (revenue, accounting, and purchasing) and human resources. This position exercises independent judgment and discretion in formulating, managing, and controlling administrative and fiscal policies and strategic planning for administrative services. This is an unclassified, at-will position.

Essential Duties and Responsibilities:

(The City reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Leads, plans, organizes, implements, and controls a variety of projects and activities related, but not limited to finance (revenue, purchasing, accounting) and human resources.
2. Oversees and controls the development of the Citywide budget (General Fund, Special Revenue Funds and Redevelopment Agency), including revenue forecasting, departmental budget reviews, and recommendations to the City Manager. Supports the City Manager in planning the City's budgets and capital programs for the City Council.
3. Participates as a member of the City Manager's executive management team to review and develop overall approaches to the City's long-range plans and priorities.
4. Supervises employees, which includes prioritizing and assigning work, conducting performance evaluations, and making decisions on hiring, termination, and disciplinary actions.
5. Plans, coordinates, implements, controls, and evaluates the policies, procedures, strategies, work standards, and strategic goals for the Administrative Services work group; maintains, updates, and ensures procedural compliance for mandated programs.
6. Serves as a senior management staff liaison to various commissions and subcommittees, community-based organizations, external agencies, committees, associations, citizens, and/or other interested parties.
7. Leads the preparation and review of staff reports, letters, memos, and/or other related correspondence.
8. Leads the preparation of the Administrative Services work group budgets, financial reports, and Citywide operational and capital improvement budgets; monitors revenues and expenditures.
9. Facilitates, leads, and/or participates in meetings and committees; represents the work group and the City at meetings and conferences; serves as a liaison between work groups, external organizations, the general public, and other agencies.
10. Develops Citywide administrative policies and strategic goals.
11. Acts as City Manager, in rotation with other General Managers, in the City Manager's absence.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in public administration, business administration, finance, accounting, or related field and seven (7) years of full-time senior management experience in administrative services in a government environment. A master's degree in a related field is preferred.

Knowledge of:

- Governmental accounting principles.
- Financial management and administration including enterprise and internal services fund accounting.
- Municipal financing techniques including, but not limited to, bonds, assessment districts, fees, lease/purchases, and public private partnerships.
- Principles and practices of personnel administration, including labor relations.
- Governmental procurement and contract management requirements.
- Management and leadership principles, including performance measurements.
- Public administration and governmental operations.
- Applicable local, state, and federal laws, codes, policies, procedures, rules, and regulations.
- Program development and administration principles and practices.
- Public relations principles and practices.
- Personal computer software and hardware.
- Effective methods of report presentation.
- Budget preparation, control, and management.
- Effective oral and written communication principles and practices.
- City organization, operations, policies, and objectives.

Skill and/or Ability to:

- Lead and control the work of technical and professional staff.
- Lead and control the preparation of the Citywide budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.
- Represent the City at meetings, conferences, and special events.
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Are subject to inside environmental conditions.
- Attend evening meetings, work weekends, and/or travel within and out of City boundaries on City business.
- Participate on the City's emergency response team.
- Operate a personal computer and other office equipment.
- Use a City and/or personal vehicle in the course of employment.