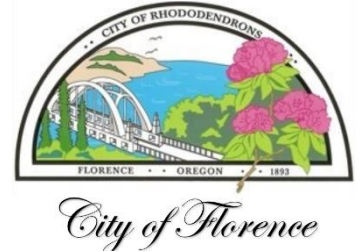


ADMIN. SERVICES DIRECTOR

POSITION DESCRIPTION



DEPARTMENT:	Administrative Services	BARGAINING UNIT:	Non-represented
SUPERVISOR:	City Manager	FLSA:	Exempt
DESC. DATE:	October 2018	TYPE:	Regular, Full-Time (40hrs./week, M-F)
REVISED DATE:	n/a	SALARY GRADE 24:	\$36.04 – 49.80/hr.

GENERAL STATEMENT OF RESPONSIBILITIES

Under general administrative direction of the City Manager, the Administrative Services Director position is responsible for planning, organizing, and supervising the operations and staff of the City's Administrative Services Department. The Administrative Services Department includes the Customer Services Representative, Municipal Court Department, Finance Department, Information Technology Department, and Human Resources Department.

This position is also responsible for performing tasks associated with the biennial City budget, providing high level analysis to members of the City's Management Team and to City Council, and working on financial projections and planning.

ESSENTIAL FUNCTIONS – Examples of Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The list of duties is a representative sample of the work appropriate to this position and does not include all the duties that may be assigned to the Administrative Services Director. The incumbent may direct or perform a combination of some or all of the following duties:

Manage and Support the Administrative Services Department

- Develop and implement departmental goals and policies, staffing levels, and administer policies and procedures in accordance with City regulations.
- Plan, organize, schedule, supervise/direct, and evaluate the work of all assigned department managers.

Perform High Level Tasks

- Develop, prepare, and monitor the biennial City budget.
- Develop City-wide and departmental financial strategies.
- Develop, implement, and maintain financial projections and financing plans.
- Provide high-level analysis and advice to the City's Management Team.
- To the extent required, develop and implement accounting systems, procedures, methods, and forms.
- Prepare cash flow projections and analyses as required.

General and Other Functions

- May serve as a member of employee and City committees as well as may serve as a City representative to City and interagency committees as assigned.
- Represents the City of Florence by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.

- Follow all safety rules and procedures established for work areas, as well as all department and City policies and procedures.
- Maintain regular job attendance and adherence to working hours.
- Perform other duties of a similar nature or level as required by the City Manager to meet the needs of the department.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of generally accepted accounting methods;
- Basic research and analytical methods;
- Systems and methods of budget development, tracking, and monitoring;
- Applicable Federal, State, and local laws, ordinances, rules, policies and regulations governing municipal and non-profit operations in the State of Oregon, specifically including Oregon budgetary laws and regulations;
- Principles and practices of program development and administration; and
- Principles and practices of labor relations and negotiations.

Skills in:

- Effective oral and written communications;
- Inspiring confidence in citizens, staff, and the City Council to achieve the City's and Department's goals and objectives;
- Planning, organizing, and managing the effective operations of a diverse department;
- Scheduling, supervising, assigning, and reviewing work;
- Training, guiding, appraising, and counseling staff;
- Preparing and presenting accurate and reliable reports containing findings and recommendations;
- Leadership and management with a proven track record of motivating and developing staff to obtain measureable results; and
- Interpreting and applying codes, regulations, policies, and procedures.

Ability to:

- Manage multiple projects and thrive in a high-performance organization;
- Supervise diverse groups of employees;
- Plan, implement, and oversee programs of departmental operations and activities;
- Work in a team environment under extremely stressful situations;
- Communicate complicated or abstract policy direction to many different groups of staff and citizens;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Be politically astute with the demonstrated ability to effectively communicate with staff, contractors, vendors, elected officials, and the public;
- Be bonded;
- Evaluate, develop, implement, and maintain policies, procedures, and standards;
- Establish and maintain effective working relationships with those contacted in the course of the work; and
- Work variable schedules as needed to complete major projects or attend irregular meetings.

MINIMUM/SPECIAL QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college or university; and
- At least six (6) years professional experience in government, business, or non-profit, including at least one (1) year supervisory or managerial experience; or

- Any combination of education, experience, and training that demonstrates the applicant possesses the knowledge, skills, and abilities to successfully perform the essential duties of the job.

Licenses and Certificates

- Possession of, or ability to obtain and maintain, a valid Oregon driver's license.

Other

- Must successfully complete background check. Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records and fingerprint-based state and federal criminal. Adverse background data may be grounds for immediate disqualification.

PREFERRED QUALIFICATIONS

The ideal candidate would also have the following:

- Advanced skills and experience in managing a department.
- Master's Degree in business or public administration.
- Experience working for a government agency or not-for-profit.

SUPERVISION RECEIVED & EXERCISED

This position receives supervision from the City Manager.

This position exercises direct and indirect supervision over the employees in the Administrative Services Department. This includes ensuring that Administrative Services Department managers have clear direction and resources to achieve daily responsibilities.

Responsibilities include hiring, training employees, planning, assigning, and directing work, appraising performance, recommending specific employee rewards, disciplining employees, addressing complaints, and resolving problems.

PHYSICAL DEMANDS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Physical demands on the position generally involve moving materials weighing up to 10 pounds on a regular basis. Character and flow of duties involve manual dexterity and coordination for less than 50% of the work period in the operation of computers and calculators.

WORKING CONDITIONS

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.

Usual office working conditions. The noise level in the work environment is typical of most office environments. Primary work environment is a climate-controlled office setting. Must possess ability to work in standard office setting and use standard office equipment. Attendance at meetings or activities outside of the standard work week may be required. May be required to speak before an audience. May deal with stressful situations or distraught individuals. Occasional operation of a motor vehicle on public roads. May need to travel.