

## **Administrative Services Director Job Description**

**Range 77 - \$175,949-214,069 (Anticipated to be \$182,688 -\$222,268 in 2025)**

### **GENERAL SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To assure the effective management, financial integrity of the City's programs, activities and resources and technology systems and infrastructure by developing, implementing and monitoring policies and systems in the areas of accounting, budget, financial operations, information technology, internal controls, purchasing, payroll, and risk management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. This position is a member of the City's Leadership Team and is expected to demonstrate and foster a commitment to equity and social justice, excellent communication skills and to engage actively and effectively in strategic planning and organizational development.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

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

### **EXAMPLES OF DUTIES**

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assume full management responsibility for all Department services and activities including a variety of complex accounting, budgeting, financial operations, information technology, and purchasing, and recommend and administer policies and procedures.
2. Serve as the chief financial advisor to the City Manager.
3. Operate and maintain a coordinated financial management system to budget, collect, control and properly account for operating and capital funds.
4. Serve as the City's Risk Manager and primary delegate to the Washington Cities Insurance Authority, the City's Risk Management Pool. Collaborate with Departments and WCIA to provide oversight and enforcement of risk management policies.
5. Manage the development and implementation of Department strategic plans including strategic analysis, goals and methods for achieving them, objectives, responsibilities, and priorities.

6. Supports collective bargaining negotiations to evaluate the financial impact of proposed changes. .
7. Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
8. Plan, direct and coordinate, through subordinate staff, the Administrative Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; identify and resolve problems with key staff.
9. Manage the development of the Department's performance measures and tracking system and serve as the Department's principal advocate for continuous improvement of processes and performance.
10. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Explain and justify Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the Administrative Services Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
15. Provide staff assistance to the City Manager; participate and provide staff support on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of local finance.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Monitor revenues and expenditures to ensure sound fiscal control; establish and maintain internal control procedures and ensure that State and Federal standard accounting procedures are maintained.
19. Provide professional financial advice to managers; deliver presentations to managers, boards, commissions, civic groups, City Council and the general public.
20. Oversee the management of the City's debt service, revenue collection, payments, and transactions for the City, and investing in the City's funds in accordance with laws and regulations.
21. Oversee development and implementation and monitor the City's accounting policies and systems to produce financial records and reports for annual audits.
22. Oversee the posting and reconciliation of ledgers and accounts; direct the preparation of State and Federal tax and other related reports.

23. Oversee development of the City's Biennial Budget and long-range financial forecasting.
24. Coordinate with the Economic Development Office and provide analysis and advice on financial trends and opportunities.
25. Oversee IT operations to support the strategic and operational objectives of the entire organization; supporting strategic IT planning that is aligned to the mission and goals of the organization, improve business processes, and maximize the returns on technology investments.
26. Oversee the administration and enforcement of purchasing regulations.

**Marginal Function:**

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a comprehensive finance program.
- Operations, services and activities of a information technology program.
- Principles and practices of financial management.
- Principles and practices of program development and administration.
- Principles, practices and theory of modern government accounting.
- Principles and practices of records management including records retention laws.
- Internal financial controls.
- Payroll, accounts payable and accounts receivable.
- Budget, accounting and reporting systems.
- Generally accepted accounting principles.
- Risk management principles, practices, loss control and occupational safety and health guidelines and principles.
- Management information systems.
- Applicable computer software applications.
- Principles and practices of local budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Participate and work effectively in an organization committed to advancing principles and practices of equity and anti-racism.
- Manage and direct comprehensive finance and information technology programs.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.

- Plan, organize, direct and coordinate the work of lower-level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- 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 and techniques.
- Maintain efficient and effective financial systems and procedures.
- Direct the City's centralized computerized financial and management information systems.
- Serve as the chief financial advisor to the City Manager.
- Analyze complex financial reports.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Six years of increasingly responsible local government finance experience including three years of management and administrative responsibility.

#### **Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in finance, accounting, business or public administration or a related field.

### **SUPPLEMENTAL INFORMATION**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Other Necessary Requirements**

**Other Class Spec Title 1**

**Other Class Spec Title 2**

