

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Director of Administrative Services

**Class Code Number:** 0000

**Position Designation:** Management/Contract

**Division:** Administrative Services

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### **General Purpose of Position**

The purpose of this position is to plan, organize, direct and administer the City's Administrative Services department and programs which include, but are not limited to Finance, Information Technology, Purchasing, and the Performing Arts Center. This position performs internal auditing functions, and provides professional supervision to the assigned Department staff. This position is responsible for carrying out the duties of the City Treasurer at the direction of the City Council.

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### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Operations Officer. Exercises general direction over professional, para-professional, technical and administrative support staff.

### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.*

- Plans, organizes, directs and controls various administrative activities of the City, including the accounting, investing, revenue collections, licensing, telecommunications, information technology, purchasing and performing arts center.
- Prepares or directs the preparation, implementation and control of the City's annual budget and capital improvement budget; forecasts revenues, staffing and equipment needs to accomplish the City's priorities and objectives.
- Evaluates annual budget preparation procedures on a regular basis and adjusts when appropriate to ensure compliance with applicable guidelines and maximize effectiveness.
- Develops and implements goals and objectives for the Administrative Services Department in a cost effective and professional manner.
- Provides consultation to Division Managers to facilitate the timely and appropriate preparation of each Division's budget.
- Monitors Department expenditure activity to ensure compliance with approved budgetary authority.
- Provides comprehensive financial management services and solves a broad range of complex accounting and finance problems; analyzes revenue-generating and cost-reduction proposals for capital and operating programs and prepared revenue projections.
- Directs the implementation of the City's financial policies and programs to ensure effective implementation of the City Council's goals and objectives and to maintain fiscal integrity.

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- Analyzes data, makes recommendations, prepares reports and makes presentations on the formulation of policies and procedures, staffing and organizational requirements for assigned service areas.
- Develops and administers accounting and budget control systems, as necessary.
- Reviews and authorizes the preparation of journals, ledgers, supporting financial records and the general ledger.
- Works with other City departments to ensure the accurate tracking and reporting of general and special fund revenues, expenditures, deposits, reimbursements, receivables, payables and compliance with grant and/or bond reporting requirements.
- Acts as City Treasurer, as directed, to ensure the accurate management and reporting of the City's cash flow and investment program.
- Monitors fiscal transactions to ensure compliance with City policy, generally accepted accounting principles, and State and Federal regulations.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Supervises and directs the work of division managers and supervisors and indirectly oversees the work of professional, technical and administrative staff.
- Plans and evaluates the performance of division managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Oversees the operations and activities of the Performing Arts Center, including preparation of the annual budget.
- Oversees the operations and activities of Information Technology Division to ensure that it provides secure, efficient and timely storage and retrieval of information needed by City departments to serve their customers in a highly productive manner.
- Provides professional technical support and assistance to staff when appropriate.
- Evaluates auditing procedures on a regular basis and makes adjustments when appropriate to ensure compliance with applicable laws and regulations.
- Reviews fixed asset records for various City funds to ensure compliance with applicable guidelines.
- Attends City Council meetings and represents the City at other appropriate meetings as directed.
- Performs various related essential duties as required.

### **QUALIFICATIONS**

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

**Education:** A Bachelor's degree in Finance or related field is required. A Master's degree in a related field is preferred.

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**Experience:** Seven years related financial experience in the public sector including five years at the management level is required.

**License/Certificate:** Valid Class C California Drivers License required.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

#### **Knowledge of:**

- Public sector financial operations including governmental accounting and generally accepted accounting principles.
- Principles and practices of municipal government budget preparation and administration.
- Principles and practices of management, planning, employee training and development, evaluation and supervision.
- Information technology practices, hardware and software systems, programming applications and telecommunications programs.
- Principles and practices of administration of a performing arts center.
- Methods and techniques of public administration research, analysis and report preparation.
- Principles and practices of internal control and auditing.
- Principles, practices, laws and regulations governing the investment and management of public funds.
- Personal computers and applicable software.
- Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

- Effectively plan, organize, direct and coordinate a wide range of administrative services, programs and operations.
- Exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, and be proactive, flexible and cooperative.
- Develop, administer, coordinate and monitor a municipal budget.
- Oversee and evaluate the work of managerial, professional, technical and administrative staff and demonstrate effective leadership skills.
- Delegate authority and responsibility.
- Evaluate the earnings potential of investment vehicles and make investment decisions that maximize financial return while safeguarding the City's assets.
- Establish and evaluate the implementation of departmental goals, policies and objectives.
- Analyze and resolve a diverse range of organizational, operational and personnel related problems and issues.
- Handle multiple priorities, problems and demanding situations.
- Interpret and apply City policies, procedures, laws and regulations.

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- Facilitate group participation and consensus building.
- Provide instruction and guidance to staff; and promote staff development and motivation.
- Prepare and present accurate, concise reports to City Council and make presentations in public forums.
- Operate modern office equipment including computer equipment and software.
- Cultivate and maintain cooperative working relationships with City personnel, vendors and contractors, elected and appointed officials, private and community representatives and the general public.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone and other standard office machines. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **WORK ENVIRONMENT**

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc.) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise.