

# CITY OF SAN JUAN CAPISTRANO

## ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR

*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 manage, direct, supervise and coordinate the day-to-day financial management, customer service, information systems, telecommunications and other Administrative Services Department functions of the City; to assist the director in the overall management of the department; to serve as a member of the departmental administrative management team; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible, professional and complex administrative support to the Director and act as the Director in his/her absence.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Administrative Services Director.

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

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

#### **Essential Functions:**

1. Assumes management responsibility for all day-to-day services and activities of the Administrative Services department including but not limited to general accounting, customer service/utility billing, purchasing, business licensing, cashiering, and reception functions.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; coordinates department activities with other City departments and outside agencies and organizations; provides professional and technical advice and assistance to the Director on matter related to division and departmental functions.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, appropriate service and staffing levels; and develops and documents budget guidelines.
4. Presents staff reports to City Council and provide information to elected officials as needed.
5. Prepares, directs, coordinates, and reviews the work plan for the Finance and Customer Service Divisions; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Selects, trains, motivates and evaluates supervisory, technical and clerical personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees, develops, and administers the City's annual operating budget, including preparation, revenue forecasting, review of departmental expenditure forecasts, development of projected utility commodity sales and utility user rates, on-going monitoring, reporting, billing, and recommendations.

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8. Participates in major financial projects including Community Redevelopment, Water, and Sewer projects; issues appropriate bonds; works with assigned tax and bond consultant; prepares necessary reports and develop and analyze proper zones.
9. Provides support in the preparation of the City's annual capital improvement budget; calculate available fund balances, prepare budget compilations, review for consistency with operating budget and other master plan documents; and incorporate into the City's overall budget document.
10. Oversees and participates in the development and administration of the Administrative Services department annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
11. Oversees the preparation the City's annual financial report, including financial statements and statistical information to identify trends.
12. Manages information system issues related to departmental needs; performs complex and technical accounting and fiscal record management computer system analyses; identifies and analyzes problem areas in general accounting, payroll, and related systems; makes recommendations for accounting system improvements; contacts necessary staff needed to support department goals.
13. Acts as Administrative Services Director when needed; serves as liaison for the Administrative Services department with other City departments and divisions, and with outside agencies; negotiates and resolves sensitive and controversial issues.
14. May serve as staff on boards, commissions and committees as assigned; prepares and presents staff reports and other necessary correspondence.
15. Provides responsible staff assistance to the Administrative Services Director.
16. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to accounting management programs, policies, and procedures, as appropriate; prepares related reports.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal accounting and payroll record keeping systems.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Generally accepted accounting principles and auditing standards.  
Operational characteristics, services and activities of a municipal accounting program.  
Management skills to analyze programs, policies and operational needs.  
Principles and practices of program development and administration.  
Principles and practices of accounting, budgeting, and auditing.  
Principles and procedures of financial record keeping and reporting.  
Principles and practices of financial reporting.  
Principles and practices of automated data systems as applied to accounting, utility billing and other applications.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State, and local laws, codes and regulations.

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**Skill in:**

Managing, directing and coordinating the work of lower level staff.  
Selecting, supervising, training and evaluating staff.  
Overseeing and directing the operations, services and activities of the Finance Division.  
Developing and administering division goals, objectives and procedures.  
Preparing and administering large and complex budgets.  
Analyzing and interpreting financial data.  
Preparing clear and concise administrative and financial records and reports.  
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.  
Researching, analyzing, and evaluating new service delivery methods and techniques.  
Interpreting and applying Federal, State and local policies, laws and regulations.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining 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:**

Five years of experience in governmental accounting, finance, and budget development, including two years of administrative and supervisory responsibility. Public sector finance experience at a management level is highly desirable.

**Training:**

Equivalent to a Bachelors Degree from an accredited college or university with major course work in accounting, business administration or a related field. Master's Degree is highly desirable.