

## CITY OF SAN JUAN CAPISTRANO

### 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 plan, direct, manage and oversee the activities and operations of the Administrative Services Department including accounting, purchasing, property management, risk management, business licensing, budget preparation, treasury, and telecommunications; to oversee various services relating to water utilities including rate setting, meter reading, billing and water conservation; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

Exercises direct supervision over professional, technical and clerical staff.

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

**Essential Functions:** Assume full management responsibility for all Administrative Services Department services and activities including accounting, purchasing, property management, risk management, business licensing, budget preparation and telecommunications; administer policies and procedures.

1. Oversees various services relating to water utilities including rate setting, meter reading, billing and water conservation.
2. Manages the development and implementation of the Administrative Services Department goals, objectives, policies and priorities for each assigned service area.
3. Serves as appointed City Treasurer and Redevelopment Agency Finance Officer; assumes responsibility for all cash management and investment detail functions; oversees property management functions including land resale dispositions; acts as Broker Officer and provide rates; evaluates and decides financial location of funds; observes and protects investment goals; and authorizes all City transfers.
4. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Plans, directs and coordinates the Administrative Services Department's and water services work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
6. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

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7. Selects, trains, motivates and evaluates Administrative Services Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the Administrative Services Department budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
9. Directs and oversees City budgetary process; coordinates budget meetings with management staff; compiles and prepares revenue projections; evaluates budget proposals; recommend modifications or adjustments, as appropriate.
10. Prepares a variety of financial statements and reports; monitors general ledger inputs; reviews year-end closing accounts.
11. Coordinates and provides technical assistance related to the City's data processing systems; participates in selecting computer hardware and software; oversees conversions to new systems.
12. Conducts a variety of organizational studies, investigations, and operational studies; coordinates with auditors; recommends modifications to accounting programs, policies and procedures as appropriate.
13. Explains, justifies and defends Administrative Services Department and water services programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Administrative Services Department to other City departments, elected officials and outside agencies; coordinates Administrative Services Department activities with those of other departments and outside agencies and organizations.
15. Provides staff assistance to the City Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and accounting and provision of water services.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of program development and administration.  
Principles and practices of governmental accounting.  
Methods and techniques of water billing, rate setting and aspects of water conservation.  
Principles and applications of customer service.  
Principles and practices of accounting, financial planning, internal auditing and budgeting systems.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local taxation laws, codes and regulations.

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**Skill in:**

Planning, organizing, directing and coordinating the work of lower level staff.  
Selecting, supervising, training and evaluating staff.  
Delegating authority and responsibility.  
Leading and directing the operations, services and activities of the Administrative Services Department.  
Overseeing water services including rate setting, meter reading, billing and water conservation.  
Performing and supervising complex financial research.  
Identifying and responding to community and City Council issues, concerns and needs.  
Developing and administering, departmental goals, objectives and procedures.  
Preparing and presenting clear and concise administrative and financial reports pertaining to governmental financial activities.  
Preparing and administering large and complex budgets.  
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implement 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:**

Six years of governmental accounting, financial management or a related field including three years of administrative and supervisory responsibility. Experience in utility services and management information systems, highly desirable.

**Training:**

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