

## CITY OF BRISBANE

### ADMINISTRATIVE SERVICES DIRECTOR

#### **Definition**

Under administrative direction of the City Manager, plans, organizes, provides administrative direction and oversight in the Finance and Human Resources functional areas.

**Finance:** Participates in all financial and related functions and activities, which include investments, financial transaction processing, record keeping, and reporting, payroll, utility billing, and information systems technology; functions as the Chief Financial Officer for the City; and coordinates the production and the administration of the City's budget.

**Human Resources:** As delegated by the City Manager as the Personnel Officer for the City, plans, administers and implements a broad range of human resources program activities, which include labor relations and negotiations, workers' compensation, risk management, safety program, classification and analysis, salary and benefits administration, training and development, grievances, administrative investigations, policy development and implementation, and maintenance of personnel records.

Provides expert professional assistance to City management staff in both functional areas; fosters cooperative working relationships with regulatory agencies; and performs related work, as required.

#### **Class Characteristics**

**Finance:** Oversees, directs and participates in all activities of the Finance Department, including the treasury and budget functions. The work involves both the oversight of functions and activities and performance of many of the reporting, reconciliation and other day-to-day functions. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

**Human Resources:** Oversees and directs all the activities of the Human Resources Department, which include coordinating all the activities of the human resource function with the needs of other City departments and ensuring the City has an up-to-date and proactive human resources plan to support management and employees.

Responsibilities for both functional areas also include coordinating the activities of that department with those of elected and appointed officials and managing and accomplishing the complex and varied functions for each department.

#### **Examples of Duties** (Illustrative Only)

##### **Finance:**

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional and office support staff.
- Provides for the selection, training, professional development and work evaluation of department staff; recommends discipline as required; provides policy guidance and interpretation to staff.

- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Coordinates the production of the annual budget for the City; calculates cost distribution, incorporates departmental projected budgets and provides for the production and distribution of preliminary and final budget documents; provides for financial forecasting and planning.
- Monitors the adopted budget and prepares a mid-year budget review for submission to the City Council.
- Prepares comprehensive annual Financial Statements, including narrative, financial and statistical data.
- Oversees, coordinates and provides information required for the annual City financial audit; responds to and implements auditor's recommendations.
- Controls and manages the City's investment portfolio; ensures that investments meet the City's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the City Council.
- Works closely with a regional Joint Powers Authority regarding liability insurance coverage and claims for the City.
- Oversees the information technology functions for the City; coordinates the development of a City-wide strategic plan; prepares requests for proposal and works closely with consultants and vendors to achieve an effective, City-wide information system.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submissions to various regulatory and other governmental agencies.
- Oversees business license, accounts receivable, accounts payable, payroll and other financial functions of the City.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Provides technical advice to City's management and City Council in City financial and accounting matters.
- May act as a Deputy to and/or serve a City Manager on an assigned basis.

Human Resources:

- Coordinates labor relations activities, such as establishing negotiation schedules; researching proposals and cost implications; serving as a member of the City's negotiations team; and production and implementation of the Memoranda of Understanding (MOU); provides assistance to management, supervisors and staff in the interpretation of MOU's.
- Works closely with the City's third-party administrator in the administration of workers' compensation claims, risk management and the safety program.
- Provides direction in classification and job analysis studies.
- Provides for the effective administration of the City's benefit plans.
- Coordinates employee development, training, and job performance evaluation.
- Processes grievances and conducts administrative investigations.
- Monitors changes in laws, regulations and technology that relate to the human resource function and develop and implement policy and procedural changes, as necessary.
- Assures that employee personnel files are maintained as required.

## **Qualifications**

### **Knowledge of:**

#### **Finance:**

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Human Resources:**

- Principles and practices of human resources in a public agency setting.
- Principles, practices and techniques of recruitment and selection, job analysis, classification, compensation and benefit analysis, and labor relations.
- Records management principles and practices as they relate to personnel files.

### **Ability to:**

- Plan, organize, administer, coordinate, review, evaluate and personally participate in a comprehensive public agency financial management and human resources programs.
- Oversee the planning, development and implementation of a City-wide financial and administrative information technology plan.
- Maintain an effective investment portfolio within the guidelines established by the City.
- Maintain accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Administer programs and the work of professional, technical and office support staff
- Select, train, motivate and evaluate the work of staff.
- Provide for the training and professional development of staff.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for each department.
- Develop and maintain equitable and consistent human resources programs and plans related to job analysis, classification and compensation, benefits administration, and labor relations.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Effectively representing each department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.

- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

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

**Education:** Equivalent to graduation from a four year college or university with major course work in accounting, economics, human resources, business or public administration or a field related to the work.

**Experience:** Four years of supervisory or administrative experience in maintaining financial records and preparing statements in a public agency setting and previous administrative or professional experience related to the human resources function in a public agency setting.

**Licenses:** Must possess a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone

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Former Titles:

Abolished: