

CITY OF JURUPA VALLEY

POSITION DESCRIPTION

Deputy Director of Administrative Services

DEFINITION

Under administrative direction of the Administrative Services Director, the Deputy Director of Administrative Services plans, directs, manages and oversees a broad range of administrative services including Finance, Information Technology, and may include Human Resources and Risk Management, and may assume some or all of the functions in concert with the Administrative Services Director; directs and administers the fiscal operations and activities of the City, which include budgeting, investments, financial transaction processing, record-keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, and business licensing; coordinates assigned activities with other city departments, officials, and outside agencies; provides highly responsible and complex administrative support to the Administrative Services Director; may serve as Acting Administrative Services Director in the Administrative Services Director's absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Administrative Services Director. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is a Deputy Director of Department classification that oversees, directs, and participates in all activities of the Administrative Services Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. The incumbent is responsible for the development and administration of programs designed to address primary areas of city service. This position is expected to have broad knowledge of organizational needs, divisional operations, information systems requirements, and human resources laws, regulations and practices. The incumbent is expected to exercise independent judgment, initiative and common sense in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. This position provides direct supervision to the Finance staff and various administrative support staff assigned, and assists the Administrative Services Director in overseeing the Information Technology, and Human Resources functions. This position assists in providing expert, professional assistance to City Manager, City Council and other departments on finance and related matters. The incumbent also functions as a member of the city's management team and participates actively in addressing issues of concern to the city which at times may not have a direct impact on their area of specialization.

TYPICAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in directing the fiscal management of the city, including budget preparation and monitoring, revenue forecasting, collection and disbursement of funds, accounting, financial reporting and auditing, and investment of funds.
- Assists in developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Assists in planning, directing and coordinating Finance, Information Technology, Human Resources and Risk Management activities; recommends policies and implements procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develop comprehensive plan to satisfy future needs for department services.
- Assists in coordinating the development and administration of the entire City's annual budget; estimates anticipated revenues; assists in reviewing proposed departmental budget allocations; conducts fiscal analysis and submits data and reports for use in evaluating operating departments' proposals; prepares and administers the budget for the Administrative Services Department.
- Prepares and supervises the preparation of reports to the State Controller, County Auditor Controller and other federal, state or county agencies.
- Develops and reviews the effectiveness of operational policies and procedures in concert with division managers and other users of department services.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of improvements.
- Administers contracts for department services; reviews city-wide contractual agreements and ensures that city contractual services are provided in accordance with contract provisions.
- Assists in advising and otherwise providing assistance to the City Manager, Administrative Services Director, other city staff and the public regarding financial matters.
- Assists with preparation of the city's annual financial reports.
- Represents the city, or delegates such authority, in relations with the community, advisory committees, other local, state and federal agencies and professional organizations.

- Prepares City Council agenda items on financial and other related matters and attends meetings as required.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees, such as determining appropriate rates of City services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Administrative Services Director.
- Establishes, maintains and fosters positive and effective working relationships with city staff and all those contacted in the course of work.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of finance administration.
- Principles and practices of municipal budget preparation and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

- Operational principles and practices of general, fund and governmental accounting including budgetary practices, accounting principles, practices, methods, and laws affecting municipal financial operations.
- Principles, practices, laws and regulations governing the investment and management of public funds.
- Public purchasing and contracting principles and practices, including competitive bidding procedures.
- Consensus building among large groups of diverse interests.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Payroll procedures and payroll taxes.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Provide administrative and professional leadership and direction for the Administrative Services Department.
- Plan, organize, direct and coordinate the work of finance personnel.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Select, supervise, train and evaluate staff.
- Research, analyze and evaluate service methods and techniques.
- Delegate authority and responsibility.

- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives and procedures.
- Prepare and administer large and complex budgets.
- Develop and implement financial procedures and controls.
- Analyze finance department requirements and policies and make recommendations for necessary revisions.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Attend night and/or weekend meetings, events or activities outside normal business hours.
- Travel to various sites and operate a motor vehicle safely.

Education, Training and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of broad and increasingly responsible experience which involved municipal finance and accounting, information technology and employee relations or closely related experience including at least three (3) years of supervisory responsibility. A Master's degree in Finance, Business or Public Administration is preferred.

Licenses, Certificates, Special Responsibilities:

Possession of a valid California Driver's License and a safe driving record at appointment is required.

Certification as a Certified Public Accountant in the State of California is desirable.

PHYSICAL AND MENTAL DEMANDS:

The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with the Mayor, City Council members, City Manager, Assistant City Manager, department directors, managers, elected and appointed officials of other government agencies, employees, business and community leaders, the media, residents, the public, and others encountered in the course of work.

WORK ENVIRONMENT:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees interact with staff and/or public and private representatives in interpreting and enforcing policies and procedures, and in the conduct of the duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TOOLS AND EQUIPMENT:

Personal computer, including email, word processing, spreadsheet, electronic calendar, power point and records management software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary.

FLSA Status: Exempt

Effective/Revision Date: September 3, 2015

This is an "At Will" position as defined in Section 2.35.030 of the City of Jurupa Valley Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.