



JUNE 2026
FLSA: EXEMPT

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under general direction of the City Administrator, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Administrative Services Department, including finance, general accounting, business licenses, purchasing, information technology, human resources, and risk management; directs and administers the fiscal operations and activities of the City, which include investments, financial transaction processing, record keeping and reporting, and payroll; coordinates the preparation and administration of the City's budget; coordinates assigned activities with other City departments, officials, outside agencies, and the public; provides highly responsible and complex professional assistance to the City Administrator in areas of expertise; and performs related work as required. Participates as a member of the City's executive management team and assists in organizational planning, policy development, and long-range strategic initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Administrator. Provides supervision to professional, technical, and administrative staff within the department.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of the Administrative Services Department, including planning, development, and administration of departmental policies, procedures, and services. Provides assistance to the City Administrator in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for all Administrative Services Department functions and operations.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements budget adjustments as necessary.
- 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.

- Coordinates the administration of the annual budget for the City, provides financial forecasting and planning; tracks the adopted budget and prepares quarterly reports for the City Council.
- Establishes the City's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations.
- 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 quarterly reports regarding investments to the City Council.
- Manages and directs the financial activities of the City including the preparation of the Annual Comprehensive Financial Report (ACFR).
- Manages the City's long-term pension obligations, including oversight of CalPERS employer contributions, monitoring of actuarial valuations, and administration of the City's pension trust and other pension funding strategies; develops strategies to manage Unfunded Accrued Liability costs, reports on pension funding status to the City Administrator and City Council as part of the budget review process.
- Manages and monitors the City's reserve funds, ensures reserve balances are maintained in accordance with City policy.
- Manages City revenue collection programs, including taxes, fees, assessments, subventions, and other revenue sources.
- Develops and recommends financial policies, reserve strategies, investment policies, and long-range financial plans for consideration by the City Administrator and City Council.
- Oversees the City's information technology resources, cybersecurity initiatives, technology planning, systems administration, and contracted technology services, including evaluation and implementation of emerging technologies to improve service delivery and operational efficiency.
- Oversees the City's human resources functions, including recruitment and selection, labor relations and collective bargaining support, classification and compensation administration, employee benefits, training, and personnel policy administration.
- Oversees the City's risk management and insurance programs, including the administration of contracts for risk management services.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Represents the Administrative Services Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant issues.
- Participates in professional organizations and meetings; monitors changes in laws, regulations, technology, and industry best practices; recommends and implements policy and procedural changes as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Administrator.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; Federal and State regulations and guidelines as they pertain to municipal finance, grant administration, municipal taxation and revenue management.

- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Principles and practices of strategic financial planning, treasury management, investment management, and long-range fiscal forecasting.
- Technical, legal, financial, and public relations problems associated with the management of administrative services programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, financial programs, and computer equipment and applications related to the work.
- 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 while effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel within assigned areas of responsibility; delegate authority and responsibility; select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Administer special projects with contractual agreements and ensure compliance with stipulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines.
- Communicate clearly with diverse audiences in person, by 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.

Education and Experience:

Graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field and seven (7) years of increasingly responsible professional experience, including five (5) years of management or supervisory experience, preferably in municipal administration or in a finance office. Possession of a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or equivalent professional certification is desirable.

PHYSICAL DEMANDS

Work is primarily performed in a standard office environment using computers, telephones, and other office equipment. The position may require attendance at meetings, movement between work locations, and occasional lifting or carrying of materials related to assigned duties. The City will provide reasonable accommodation to qualified individuals with disabilities in accordance with applicable law.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours, including regular City Council and commission meetings.