

CITY OF FORT BRAGG JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE SERVICES DIRECTOR

REPORTS TO: CITY MANAGER

TYPE: Executive - Exempt

*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.*

POSITION SUMMARY:

The Administrative Services Director is a full-time, exempt position reporting directly to the City Manager; and can serve as the Acting City Manager in the absence of the City Manager. This position provides comprehensive management oversight of the Administrative Services Department, and plans, supervises and initiates programs of an administrative nature, exercises policy interpretation, provides special project, policy formulation, analytical and administrative support to the City Manager and City Council. Directly or indirectly provides administrative support and oversight to departments as assigned by the City Manager, and directs efforts of departmental professional, technical and/or clerical support staff engaged in providing administrative, budget, personnel, risk management, and information technology services. The position provides professional analytical support and services to City departments in a variety of human resources program areas including employee relations, workers compensation, recruitment, examination, classification and compensation, training, safety; salary and benefits administration, employee development, mediation, facilitation, administration of the merit system, and equal employment opportunity under the direction of the City Manager and in compliance with State and Federal regulations, City policies and adopted Human Resources Rules and Regulations. The incumbent is expected to demonstrate technical competence in the assigned areas, to work as a team member and to exercise independent judgment in a number of confidential and sensitive assignments. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, 20/20 vision (corrected), hearing ability adequate to take minutes of meetings, ability to speak and instruct articulately, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, regularly climbing two flights of stairs.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Effective leadership, problem solving, exercise discretion and independent, sound judgment within policy guidelines, communicate in English effectively both orally and in written form; and read and understand Federal and state laws and regulations and applicable technical information. Designs, plans and directs projects with City-wide impact. Ability to work weekends, evenings and long hours.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time as a manager performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

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TYPICAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to:

- Plan, organize, direct, control and review the City's Human Resource and Information Technology functions.
- Supervise and train professional, technical and/or clerical support staff engaged in providing administrative, budget, personnel, and analytical support to the City Manager and City departments.
- Review and monitor financial activities of the City, including but not limited to, budget preparation and oversight, performs some financial functions for compliance with internal control criteria.
- Facilitate and coordinate multi-departmental issues, projects, and concerns to ensure a comprehensive approach to managing City programs in the most effective and efficient way.
- Facilitate, lead and/or participate in meetings and committees; represent the City Manager's Office and/or City at meetings and conferences, serves as liaison between departments, external organizations, the general public and other agencies.
- Maintain accessible and close working relationships with department heads and their key staff members.
- Attend various committee and community meetings as assigned by the City Manager.
- Monitor Federal, state and local laws and regulations as they relate to personnel matters and suggests changes to City Personnel Rules and City policies.
- Assist operating departments in a variety of areas such as development of operational and staffing plans, achievement of City Council goals and priorities, long range financial and capital improvement plans, organizational development, and managerial effectiveness by assisting in the development and implementation of departmental staff training programs, providing technical assistance and direction, providing legislative support, and providing managerial expertise, advice and counsel.
- Direct and coordinate the administration of the compensation plan, recruitment and selection processes, employee relations and benefits, training, affirmative action, and employee performance rating and orientation programs.
- Develop and administer City personnel rules, regulations, policies, and Memoranda of Understanding and consult with department heads and the City Manager relative to employee relations, policy development and personnel issues.
- Ensure compliance with various Federal and State regulations as they relate to personnel functions such as the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, California Family Rights Act, Health Insurance Portability and Accountability Act and Workers Compensation law.
- Serve as a member of the City's negotiating team during meet and confer sessions with employee organizations.
- Identify problems, conducts research, analyzes data, and makes recommendations on a variety of administrative, fiscal, and operational issues.
- Perform research and analysis, conduct studies and prepare recommendations on a variety of issues such as compensation and benefits surveys and legislative updates affecting the City.

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- Work closely with department managers to plan, supervise and monitor City safety programs to ensure compliance with safety standards and procedures.
- Oversee and manage the City's risk management activities, including but not limited to, worker's compensation, liability and property insurance and safety programs. Act as a liaison with City contract risk manager in administration of insurance claims.
- Administer the Department of Transportation Drug and Alcohol Testing Program and ensures compliance with Federal guidelines.
- Assist with investigations and resolution of employee requests, complaints and/or grievances.
- Organize and maintain a variety of complex, confidential and sensitive records and files related to the Human Resources Office operations and functions.
- Prepare written reports, memorandum, letters, resolutions, policies and instructional material.
- Attend a variety of staff, Council and Committee meetings.
- Perform other related duties and responsibilities as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer terminal, keyboard, and programs such as, but not limited to, financial and budgeting software, Microsoft Office, telephone, calculator, and copier.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operation needs and design.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, motivation, training and staff development.
- Principles and practices of risk management.
- Fundamental principles and practices of public human resources administration.
- Methods and techniques related to recruitment, selection, classification, compensation and benefits analysis.
- Current Federal, state and local laws and regulations related to human resources administration and safety requirements.
- Principles and practices of municipal organization.
- Office practices and procedures, including the utilization of word processing and spread sheet applications.
- Principles of sound business and project management.
- Methods and techniques for report writing and presentation, including use of proper English, spelling and grammar.
- Principles and practices of standard safety program and occupational hazards.
- Research techniques and methods of report presentation.

Ability to:

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- Effectively communicate to gather information and explain policies or procedures.
- Communicate well with all sectors of the community and make effective public presentations.
- Evaluate extensive data effectively and objectively, make clear, logical and objective decisions, and prepare clear, concise and complete analysis, proposals, reports and other written materials.
- Work independently and exercise sound judgment.
- Delegate authority and responsibility effectively.
- Organize and maintain a variety of complex records and files related to the Human Resources Office operations and functions, including material of a confidential nature.
- Work cooperatively and effectively with others including City staff, agency representatives and the general public.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Analyze administrative issues and situations and develop effective resolutions.
- Comprehend various aspects of local governmental operations.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and other resource needs to assist in budget preparation.

MINIMUM EDUCATION/EXPERIENCE:

- Bachelor's Degree from an accredited college in Human Resources, Business or Public Administration or related field; and
- Five years of increasingly responsible and complex professional experience including at least two years' experience of increasingly responsible administrative or managerial experience in a public jurisdiction or related field. and
- Possession of a valid Class C or higher California driver's license.

DESIRABLE EXPERIENCE/EDUCATION:

- Master's Degree from an accredited college in Human Resources, Business or Public Administration or related field; and
- More than five years of increasingly responsible and complex experience in human resource management.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*