



ADMINISTRATIVE SERVICES DIRECTOR

Department:	Administrative Services	Pay Grade:	NR-44
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	May 2021	Reports To:	Mayor

POSITION PURPOSE: Under administrative direction, directs and administers the planning, organizing, controlling and directing the operations and activities of the Administrative Services Department including: purchasing, investments, risk management/claims administration, revenue forecasting and budgeting, auditing, debt and collection of past due accounts; information technology functions and GIS; City Clerk and City Records Officer functions and business license functions, Supervises and manages staff and evaluates work of assigned personnel. Serves as the City's Chief Financial Officer and Treasurer. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs Department operations to maintain effective and efficient programs; ensures compliance and accountability with Federal, State, and local regulations, policies and procedures.
- Plans, directs, coordinates, monitors and reviews the work of assigned staff ensuring that services and work products meet quality and safety standards; assigns work activities and coordinates schedules, projects and programs.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training.
- Provides constructive feedback to staff, reviews and evaluates work and makes effective suggestions and recommendations.
- Directs the Department employment and hiring process and employee relations.
- Manages the workflow and prioritization of projects and measures the performance of the department and all related staff and takes appropriate corrective action when necessary.
- Develops, administers, maintains, and oversees the budget including the annual or bi-annual budget, outside funding, revenues, and assists with the development of the Capital Improvement Program and Capital Facilities Program.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies; recommends efficiencies to keep costs within established financial guidelines; approves Departmental expenditures and implements adjustments.
- Provides advice and coaching to staff; and develops work plans for staff.
- Implements and / or recommends corrective actions, discipline and termination procedures as appropriate / necessary.
- Develops action plans and metrics analyzing operational results and assuring the effective allocation and utilization of resources.

JOB DESCRIPTION

Administrative Services Director

- Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.
- Oversees the preparation and maintenance of a variety of reports, records, and files related to assigned activities; prepare and maintain records and reports related to budgets, plans progress, personnel and related activities.
- Recommends efficiencies to keep costs within established financial guidelines and approves department expenditures and implements adjustments.
- Assures the adequacy and soundness of the City's financial structure; reviews and approves purchases for all aspects of a municipal Finance Department which also includes payroll, accounts payable and accounts receivable.
- Administers liability, property, auto and fidelity insurance coverage and programs including the claims process.
- Serves as insurance risk manager and claims administrator and protects the City against losses and bad investments.
- Provides technical expertise, information and assistance and prepares and maintains a variety of narratives and statistical routine and non-routine reports for the Mayor and Council regarding assigned functions.
- Conducts financial analysis and assists as needed in the formation and development of fiscal and other financial related policies, procedures, and programs.
- Assures technically sound, secure and efficiently functioning voice and data systems on a City-wide basis.
- Supervises the Information Services Manager and oversees the Information Services Division and provides strategic direction.
- Supervises the City Clerk position and oversees the City Clerk's Office and provides strategic direction for the Office.
- Assures secure and efficiently functioning network and computer applications.
- Provides advice, guidance and direction to carry out major plans, projects and procedures consistent with established policies, ordinances and laws.
- Communicates with other Directors, city staff, Council and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- At the direction of the Mayor, work with Council to provide thorough information, analysis, pros/cons, consequences, options and recommendations for Council on specific topics.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively.
- At the direction of the Mayor, work with Council to provide thorough information, analysis, pros/cons, consequences, options and recommendations for Council to make informed decisions.
- Fulfills roles and responsibilities on the Emergency Operations Center team as assigned by the Mayor.
- Performs related duties as assigned by Mayor.

Required Knowledge of:

- Supervisory and training principles, best management practices methods and techniques.
- Principles and practices of governmental budget preparation and administration, including best practices.
- Accounting theory, principles, and practices; Generally Accepted Accounting Principles and Government Finance Officers Association principles and audit standards.
- Principles and practices of public administration and public finance administration.

JOB DESCRIPTION

Administrative Services Director

- Cash management principles and standards.
- Accounting software and automated financial systems.
- External and management reporting requirements and report preparation.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, State and local laws, rules and regulations related to assigned activities and programs relevant to assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Advanced principles and practices of governmental budget preparation and administration.
- Contract negotiation and administration. Administrative program/project management techniques and principles.

Required Skill in:

- Planning, organizing, controlling and directing the activities and operations of the Finance Department.
- Interpreting various financial/fiscal reports, bank statements, journal entries and ledgers sufficient to prepare reports, resolve issues/problems or explain entries.
- Preparing and analyzing comprehensive financial and statistical data and numerical computations and comprehensive reports.
- Creating, developing and presenting future plans to improve the operations of the City.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Administering program goals and objectives; implementing initiatives and recommendations in support of department and City goals.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading and delegating tasks and workload assignments.

JOB DESCRIPTION

Administrative Services Director

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s Degree in Accounting, Finance, Business Administration or related field and seven years of professional level experience in governmental accounting operations, programs, and services that includes four years of staff supervisory, budgetary and management responsibility for a department or major division within a department; OR an equivalent combination of education, training and experience that will allow the incumbent to successfully perform the essential functions of the position. Master’s Degree in any of the noted fields is preferred.

Required Licenses or Certifications:

Certified Public Accountant (CPA) license preferred.

Drivers’ license required if driving City vehicles.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

Hazards:

- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____