

CITY OF TOPPENISH

Class Specification

TITLE: Administrative Services Director **Department:** Administrative Services

FLSA Status: Non-Exempt

Reports to: City Manager

Effective Date: July 7, 2022

General Summary

Under the limited supervision of the City Manager, exercise a high degree of initiative, independence, professional expertise and supervisory skills in management, administration and supervision of all the city's financial and accounting functions, property/liability insurance, risk management, strategic financial planning, capital assets, grant administration, and (contracted) municipal court. The Administrative Services Director manages the daily activities and responsibilities assigned by the City Manager, making independent decisions on operational issues, managing, and evaluating the effectiveness of technical operations, monitoring implementation of the City budget, coordinating special projects and activities for departments, and ensuring that the City's programs are implemented in a manner consistent with the City goals.

Essential Functions/Major Responsibilities

Organizes and directs the activities of the Administrative Services Department in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions and achieving objectives.

Oversees the preparation, implementation, and monitoring of the Annual City Budget, Capital Facilities Plan and Annual Report. Ensure grants awarded are administered, including record keeping and reporting are in compliance with the State Auditor's Office.

Review and analyze departmental budget requests and provide recommendations to the City Manager. Performs complex duties, such as budget preparation, special rate studies, and estimate and justify current and future revenues.

Works in with the City Manager during labor negotiations and acts and advises the City Manager on collective bargaining matters, compensation, and internal policies. May provide oversight and supervision of special programs, projects, divisions, or departments as assigned by City Manager.

Provides guidance, support, and problem-solving assistance to all other Department Directors, and promotes the policies of the City Council and City Manager, providing direct support to the City Manager by focusing issues, communicating internal concerns, and providing information for action by management.

Advises the City Manager, Department Directors, and the City Council regarding the budget preparation process, consequences of fiscal alternatives and the presentation and recommendation of fiscal options.

Through the division manager, oversees and directs the maintenance of the City's financial operations within limits prescribed by law and in accordance with guidelines established by generally accepted accounting principles and practices, including the collection, investment, management and disbursement of public funds, and the maintenance of adequate internal financial controls.

Through the division, ensures the city's annual financial report is prepared in accordance with the Budgeting, Accounting and Reporting System (BARS).

Through the division manager, oversees and directs utility billing, accounts payable, accounts receivable and payroll (including related human resources applications) operations.

Through the contracted Municipal Court, oversee the effective operation of the Municipal Court within limits prescribed by law and in accordance with regulations presented by the State Court Administrators Office.

Through the contracted Housing Loan Administrator, oversee the effective operation of the City's housing loan program.

Exercises special leadership responsibility on sensitive public issues – supports public relations liaison between City and civic groups, private citizens and the news media, and other governmental agencies.

Coordinates the City staff and departmental affairs to ensure timely input to the City Manager, and agenda reporting to the City Council. Assists in preparing reports and recommendations for City Council action, attends City Council meetings and assists City Manager in follow-up on City Council action and completion of assignments.

Conducts administrative studies, formulates, and recommends administrative policies, procedures, and programs to resolve and correct interdepartmental problems, and monitors effectiveness in achieving desired goals and results.

Represents the City in a variety of meetings and is required to speak to a wide variety of citizen groups and service clubs and serves as local liaison with State and County agencies on assigned matters.

Directs coordination and handling of department records retention requirements based on state rules and regulations.

Provide excellent customer service to both internal and external customers.

Leadership skills that develop and retain highly competent public service-oriented staff through selection, training, ongoing professional development, and day-to-day management practices, such as inspire and motivate others to perform well, effectively influence actions and opinions of others, accept feedback from others, and give appropriate recognition of others.

Job Requirements

Bachelor's degree from an accredited college or university with major coursework in Finance or Accounting, Public Administration, Business Administration, or other closely related field.

Five years of increasingly responsible experience in municipal government including two years of administrative and supervisory responsibility. Or equivalent combination of education and experience

A valid Washington State Driver's License is required.

Knowledge, Skills, and Abilities:

Extensive knowledge of governmental accounting theory, principles, and practices; public finance and fiscal planning; federal and state funding sources and requirements.

Extensive knowledge of budgetary and computerized financial reporting systems, payroll, accounts payable, accounts receivable and billing functions.

Knowledge of local, state, and federal laws as they pertain to treasury management, budgeting, investment, and debt administration.

Knowledge of principles and practices of a wide variety of line and staff municipal functions including, but not limited to finance, budgeting, procurement, legal, personnel and labor relations, city clerk, information technology and municipal court.

Knowledge of generally accepted accounting principles and practices (GAAP) and Washington State BARS Manual.

Knowledge of data processing capabilities for financial systems.

Knowledge of federal and state laws pertaining to the issuance of debt.

Knowledge of state archive and retention guidelines.

Knowledge of investment standards, practices, methods, and strategies.

Skill in preparing and directing the preparation of comprehensive budgets, analysis, reports, recommendations, and correspondence.

Skill in resolving complex problems and gaining cooperation among conflicting groups.

Skill in preparing and updating short- and long-range strategic plans to ensure the department's contribution to the city's overall plans and strategies; identify the department's future direction in response to changing city and community needs and to develop and implement action steps.

Ability to implement effective internal controls.

Ability to effectively delegate responsibility to subordinates.

Ability to perform effective and accurate financial analyses.

Ability to grasp complex system relationships to which accounting theory, effective production and recording practices must be applied.

Ability to invest the City's trust and agency funds using sound methods and judgement.

Ability to manage the diverse work activities of highly skilled subordinates in a manner conducive to proficient performance, high morale, and Departmental effectiveness.

Ability to communicate complex ideas to a variety of audiences in a clear comprehensive effective and professional manner, both verbally and in writing.

Ability to organize, develop, and maintain a network of productive, harmonious relations with elected and appointed City officials, peer professionals, business community, service clubs, and the general public.

Job Conditions

The activities of the Administrative Services Director are performed from an office located in City Hall. Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs to increase Departmental efficiency and improved services.

Physical Requirements

Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are generally in an office environment but may require site visits to review projects City operations, and regular local or in-state travel. May be required to work with frustrated or angry or upset individuals unhappy with the implementation of City policies, decisions, and ordinances. Work will entail after hours work, including evening meetings.

APPROVED:

Debbie Zabell, City Manager

Date