

ADMINISTRATIVE SERVICES DIRECTOR

General Definition of Work:

Performs complex professional and administrative work in planning, organizing and directing the municipal finance and communication activities of the City; oversees the library parking enforcement and information technology divisions as well as risk management; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all department personnel.

Essential Functions/Typical Tasks:

Planning, organizing, directing and supervising the financial and technology programs, systems and services of the City; coordinating work with City Manager and other departments; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares or directs the preparation of monthly financial statements.
- Prepares or directs the preparation of the yearly financial statements.
- Works with outside auditors in carrying out the state required annual audit of the City.
- Assists the City Manager with the preparation and production of the annual budget.
- Supervises all the accounting duties of the City.
- Responsible for all financial activities and investments.
- Insures budget compliance through purchasing, disbursements and TRIM compliance.
- Prepares special reports and special activities requested by the City Manager.
- Provides guidance to and oversees the operations of the Information Technology division.
- Provides guidance in overseeing operations of the Parking Enforcement division.
- Provides guidance to the Library Administrator in overseeing operations of the Library division.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; comprehensive knowledge of generally accepted accounting principals; ability to make investment decisions; ability to comprehend laws, leases and interlocal agreements and recommend appropriate legal review; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees in the specialized field of accounting; ability to formulate long-range fiscal planning; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

Education and Experience:

Graduation from an accredited college or university with degree work in Accounting, Finance, Public Administration or related field. Extensive experience in Public Finance Administration. Certified Government Finance Officer and/or Certified Public Accountant preferred.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.