

CITY OF TOPPENISH
Class Specification

Title: Administrative Services Director

Department: Administrative Services

FLSA Status: Non-Exempt

Reports To: City Manager

Effective Date: May 1, 2019

Position Description:

Under the broad direction of the City Manager plans, organizes, and directs the; Finance, Human Resources, City Clerk, Risk Management, Building and Zoning Administration, Information Services, and Municipal Court functions of the City. The Administrative 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. The Administrative Director 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.

Essential Duties:

- Serves City as a Department Director and may directly supervise management divisions of City Clerk and Records, Information Technology Services, Community relations, and the Administrative Functions of Municipal Court, Land Use, and Zoning, and Building. May provide oversight and supervision of special programs, projects, divisions or departments as assigned by City Manager.
- 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.
- 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.
- Oversees the preparation, implementation and monitoring of the Annual City Budget and Annual Report, and in review and analysis of departmental budget requests. Performs complex duties, such as budget preparation, special rate studies, public relations functions, staff management, and special projects.
- Through the division manager, oversees, and directs the effective billing and collection of City accounts receivable, local taxes, and utility charges.
- Maintains standards of efficiency and morale amongst Department employees.
- On behalf of the City Manager, serves as chief negotiator during labor negotiations and acts and advises the City Manager on collective bargaining matters.

Administrative Services Director

- Provides guidance with Department heads and Division managers and employees on grievances, conflicts, and other personnel matters.
- Oversees and coordinates the preparation of the annual City budget and Capital Facilities Plan.
- Estimates and justifies current and future revenues.
- Provide grant administration to ensure that grants are in compliance with the State Auditor's office.
- 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.
- Provides special analyses and reports for the City Manager and City Council to facilitate decision making.
- Through the contracted Information Services provider, oversee the effective operation of the City's Information Services, consistent with recognized data management practices and principles.
- 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.
- Through the contracted Building Official, oversee the effective operation of building permitting, inspections within limits prescribed by law and in accordance with the municipal code.
- Through the contracted Planning and Zoning Administrator, oversee the effective operation of planning, zoning and land use functions within limits prescribed by law and in accordance with the municipal code.
- Serves as the City's designated SEPA Responsible Official on environmental matters.
- Exercises special leadership responsibility on highly 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.

Supervision:

The Administrative Services Director supervises either directly or through subordinates, all employees in the Finance, City Clerk, Human Resources, and Building and Land Use divisions. Expected to lead work groups from all departments, which may include other Directors, as assigned by the City Manager.

Minimum Qualifications:

Education, Training, and Experience Guidelines:

- A valid Washington State Driver's License is required.
- Bachelor's degree in Finance or Accounting, Public Administration, Business Administration, or other closely related subject; and a minimum of five years of progressively responsible experience in financial management and personnel administration, preferably in a municipal setting.

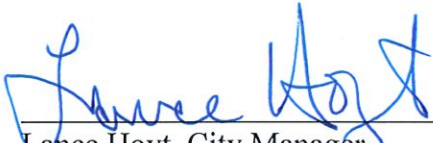
Knowledge, Skills, and Abilities:

- Extensive knowledge of local, state, and federal laws as they pertain to treasury management, land use, 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, public works, land use and zoning, protective services, information technology and municipal court.
- Familiarity with land use and zoning principles; Growth Management Act, State Environmental Policy Act, Shorelines Management Act, International Building Code, etc.
- Knowledge of generally accepted accounting principles and practices (GAAP).
- Knowledge of data processing capabilities for financial systems.
- Knowledge of state laws pertaining to the offices of City Clerk and Finance Director.
- 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.
- 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 effectively plan, develop, and implement complex and detailed administrative projects.
- Ability to manage the diverse work activities of numerous 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. Work regularly requires long hours and attendance at meetings outside of normal working hours.

APPROVED:



Lance Hoyt, City Manager

4/19/2019

Date