

CITY OF HEMET

Class Code: 2109
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DEPUTY CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

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.

DEFINITION

Under general direction of the City Manager, plans, directs, and coordinates the activities of the Administrative Services Department by developing and implementing policies and establishing procedures related but not limited to: finance, budgeting, purchasing, payroll, human resources, risk management, workers compensation, labor relations, information services/computer support, business license, revenue management, and utility billing; represents the City Manager, and acts in his/her absence when so assigned; performs related duties as required. Provides fiscal and administrative guidance to the City Manager, City Council, and Department Directors.

CLASS CHARACTERISTICS

The Deputy City Manager/Administrative Services Director is distinguished from other director level positions in that it involves ensuring that citywide administrative and fiscal policies and procedures are followed. This position has broader decision-making accountability and greater external interfaces with the Mayor and City Council as directed by the City Manager.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Directs, plans, and coordinates City finance, budgeting, purchasing, payroll, human resources, risk management, labor relations, information services/computer support, business license, revenue management, workers compensation, and utility billing. Recommends policies and approves the implementation of procedures by operating divisions; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations, develops comprehensive plans to satisfy future needs for administrative services.

Establishes and maintains direction and regulation over municipal revenues and expenditures in City departments in accordance with municipal accounting, auditing, reporting, and management practices.

Provides professional assistance, guidance, and information to the City Council, City Manager and Department Directors on financial and administrative issues. Provides overall guidance to all levels of management in administrative operations and program problems to ensure timely and effective operations; coordinates activities between City departments, outside agencies and organizations.

Directs the conduct of special studies, feasibility analyses, and unique projects, and the preparation and review of a broad range of reports. Provides assistance in the implementation of project recommendations.

Represents the City and/or City Manager as assigned by the City Manager, in relations with the community, advisory committees, other local, state, and federal agencies and professional organizations.

Provides professional analytical assistance to the City Manager and City Council regarding the formulation of strategy for City-wide issues, programs or operations; provides direction to administrative staff in the analysis of such issues.

Oversees, monitors, and directs office operations of assigned staff. Prioritizes and assigns special projects. Interviews prospective employees. Hires and/or recommends hiring. Assigns, tracks, and reviews work assignments and progress. Reviews and approves the formal performance evaluations of assigned staff.

Performs other duties as assigned by the City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of municipal management theory and practice; full service municipal organization and finance; laws, regulations, and reporting requirements pertaining to municipal finance, human resources, risk management, and municipal budgeting processes; principles and practices of supervision; techniques of maintaining effective Council/staff and public/staff relations.

Ability to plan, direct, and coordinate municipal and department activities; analyze unusual situations and resolve them through application of best management principles and practices; manage and delegate; handle effectively multiple projects and priorities.

Ability to deal with sensitive public and private situations requiring tact and diplomacy and develop effective resolutions for situations that may involve conflict; analyze and solve administrative, managerial, financial, and organizational problems, utilizing skills in interpreting and applying laws, regulations, ordinances, policies, politics, and practical common-sense.

Ability to communicate effectively both orally and in writing; establish and maintain cooperative working relationships; supervise assigned staff including a variety of subordinate managers who may work in varied municipal programs and services; prepare and present reports both orally and in writing to internal staff, elected and or appointed officials, outside agencies, advisory bodies, or the public; conduct and manage community and/or public meetings as an official representative of the City.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in public or business administration, finance, economics, or a related field and seven years of progressively responsible administrative experience in the planning, organization, coordination and direction of varied municipal activities, at least a portion of which involves municipal finance and budgeting, personnel and labor relations, human resources, and risk management, or closely related work. A Master's degree from an accredited college or university with major course work in public administration, business administration, or related field is highly desirable.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid and appropriate California Driver's License and maintain a satisfactory driving record.