

<b>CITY OF OLYMPIA</b>	<b>DATE PREPARED</b>	<b>1/85</b>
<b>CLASS SPECIFICATION</b>  <b>ADMINISTRATIVE SERVICES DIRECTOR</b>	<b>JOB CODE</b>	<b>24</b>
	<b>SALARY RANGE</b>	<b>230</b>
	<b>FLSA STATUS</b>	<b>EXEMPT</b>
	<b>REVISED</b>	<b>5/2003</b>

**POSITION DESCRIPTION**

**Function:** Under the general direction of the City Manager, plans, organizes, and directs the Accounting, Information Services, Municipal Court, Council Services, and Clerk-Treasurer functions of the City.

**Essential Function:** The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

**Examples of Duties:** 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 division managers, 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 division managers, 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. Confers with division supervisors and employees on grievances, conflicts, and other personnel matters. Approves all selection, transfer, promotion, evaluation and termination of employees within the Department. Oversees and coordinates the preparation of the annual City budget and Capital Facilities Plan. Estimates and justifies current and future revenues. Organizes the storage, display, monitoring and evaluation of expenditure information. 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. Assists City staff in interpreting information already provided. Provides special analyses and reports for the City Manager and City Council to facilitate decision making. Oversees the compilation and analysis of data and the development of meaningful presentations and recommendations. Through the Information Services Manager, oversees the effective operation of the City's Information Services Division, consistent with recognized data management practices and principles. Through the Court Services Manager, oversees 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 a contract, provides treasury services to the LOTT Alliance. Serves as Treasurer for the LOTT Alliance Board.

**Contacts:** The Administrative Services Director serves as a consultant to the City Manager, City Council, and Department Directors, and the LOTT Alliance Executive Director concerning budget and fiscal matters. Maintains contact with the financial community in order to keep current on financial trends and practices, and to develop and maintain a sound financial support network. Applies interpersonal skills to effective personnel management within the Administrative Services Department. Coordinates the work of the assigned functions with other City Departments and agencies.

**Supervision:** The Administrative Services Director supervises either directly or through subordinates, all employees in the Accounting, City Clerk, Information Services and Court Services divisions.

## **ADMINISTRATIVE SERVICES DIRECTOR**

### **Page 2**

**Working 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.

## **QUALIFICATION GUIDELINES**

### **Knowledge/Skills/Abilities:**

- Knowledge of generally accepted accounting principles and practices (GAAP).
- Extensive knowledge of local, state, and federal laws as they pertain to debt administration, L.I.D.'s, treasury management, land use, budgeting, and investment.
- Working knowledge of GAAP standards.
- Knowledge of the American Institute of C.P.A.'s Audit Guide and Requirements.
- Knowledge of data processing capabilities for financial systems.
- Knowledge of state laws pertaining to the offices of City Clerk and City Treasurer.
- 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 resolving complex problems and gaining cooperation among conflicting groups.
- Skill in preparing and directing the preparation of comprehensive budgets, analysis, reports, recommendations, and correspondence.
- Ability to implement effective internal controls.
- Ability to effectively delegate responsibility to subordinates.
- Ability to perform effective and accurate financial analyses.
- Ability to anticipate trends in the local and nation-wide economic environment.
- 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 City officials, the financial community and the general public.

**Experience/Education:** Graduation from a four year college or university with a degree in Finance or Accounting, Public Administration, Business Administration, or other closely related subject which incorporates class experience in accounting, investment, financial management and analysis, data processing administration and court administration; and at least five years of progressively responsible experience in financial management, data processing and personnel administration, preferably in a municipal setting. A Masters Degree with a specialization in Accounting, Business, Public or Financial Administration is desirable and may be substituted for a year of required experience. (Additional experience in financial administration may be substituted for the college degree with one year of experience being equal to one year of education.)