

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

DEPUTY CITY MANAGER/ ADMINISTRATIVE SERVICES DIRECTOR

JOB PURPOSE

Under administrative direction, to perform high level managerial and professional staff work for the City Manager; to function as a director, managing several departments and/or divisions; to serve as a member of the management team, assisting other members in reviewing and analyzing City operations to achieve effective and efficient operations; may perform the functions of the City Manager in the Manager's absence; to plan, organize, direct, and coordinate the City's financial activities, including accounting, information services, payroll, utility billing, purchasing, budget preparation, and financial reporting; to serve as City Treasurer; and to administer benefit programs.

DISTINGUISHING CHARACTERISTICS

This job class functions at a Senior Management level of classification and is responsible for the effective administration over a large City department which includes Financing, Purchasing, Information Services, and other departments or divisions as assigned by the City Manager.

This position serves at the pleasure of the City Manager and the person may be removed at any time, with or without cause.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Essential Duties:

- Oversees the establishment and administration of financial control systems;
- Directs the preparation of City, State, and Federal financial reports;
- Serves as City Treasurer, invests City funds and manages investment activities; analyzes cash flow; analyzes, researches and studies investment opportunities, maintains related records;
- Supervises the accounts receivable program including tax collection, business licenses, and utility billing;
- Assists in the development of data processing systems for financial programs;
- Manages State, Federal, and private grant funds;
- Oversees the preparation of the annual budget; assists departments in preparing budget requests; attends budget hearings, and prepares supporting worksheets and graphs;
- Represents the City in pursuing appropriate liability, health, vehicle, and property insurance policies;
- Provides technical consultation to the City Manager and City Council on City finances;
- Negotiates bond issues;
- Keeps current information on the development of legislation affecting the City's financial status and functions;
- Verifies and audits City claims;
- Oversees the City's risk management claims review process and supervises the proper payment of claims against the City;

- Directs the development of self-insurance programs;
- Assists in development of employee benefit packages;
- Oversees the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommends for disciplinary actions, wage and salary actions, promotions, and related employment actions;
- Prepares and makes presentations regarding agenda items and resolutions;
- Evaluates, formulates, and implements departmental operating policies and procedures;
- Receives, investigates, and resolves difficult and complex complaints and requests;
- Prepares, reviews, recommends and/or approves a variety of technical studies, reports, and correspondence;
- Ensures that all safety regulations are communicated and followed;
- Analyses complex personnel issues and problems; evaluates alternatives, and develops and implements effective courses of action;
- Represents the City and assigned departments in meetings with community organizations, the public, private organizations, businesses, boards, commissions, and other government agencies;
- May meet with employee representatives to resolve labor relations issues;
- Participates with citizens' groups and organizations to promote the City's position on community development issues;
- May serve as City Manager in the Manager's absence.

Other Duties

- Performs related duties and other management functions as required or assigned by the City Manager;
- Advises City Manager on future expected impacts and circumstances that may affect City operations;
- Forecasts future financial trends and economic impacts that may affect City operations.

EMPLOYMENT STANDARDS

Education, Experiences, and Licenses: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: advanced educational degree in business, public administration, accounting, economics, or related field; broad and extensive working experience in public administration, municipal management, including at least five (5) years in a management capacity; possession of a valid California motor vehicle operator's license.

Ability to: Plan, organize, coordinate, and manage a large and diverse department, including providing for supervision, training and development, and appraisal of staff; plan, organize, direct, and coordinate the financial activities of the City; formulate, implement, and evaluate finance policies and procedures; originate and develop accounting systems and procedures; examine and verify financial documents; develop and explain budgeting information; direct the preparation and prepare complex financial budget statements and reports; exercise proper controls over City expenditures; oversee collection of taxes and revenues; develop and implement sound investment policies and procedures; effectively represent administrative services and finance functions with concerned individuals, organizations, and governmental

bodies; establish and maintain cooperative working relationships; direct, develop and manage the City's Risk Management function; prepare effective technical reports and correspondence; make effective presentations to elected officials, the public, city executives, businesses, and other agencies; effectively and tactfully communicate in both oral and written forms; sit at a desk and in meetings for long periods of time on a continuous basis; intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; establish and maintain effective work relationships with those contacted in the performance of required duties; analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations; coordinate the activities of assigned City departments/ divisions; represent the City Manager with high standards of ethics, professionalism, and dedication.

Knowledge of: Principles and practices of the management of a large and diverse organization including organization and management of work, effective supervisory practices, staff development, personnel administration, and labor relations; principles of public financial administration; codes, regulations, ordinances, and laws affecting financial record keeping; principles, methods, and practices of accounting and financial record keeping; budgeting principles and practices; investment principles and practices; data processing equipment and principles; auditing, financial analysis, and financial research procedures; purchasing principles and practices; risk management and insurance programs and methods; applicable City policies, procedures, and memoranda of understanding related to budgeting, finance, and personnel; principles of debt financing; analytical techniques; position requires knowledge of California Redevelopment Law; knowledge of those aspects of economics, finance, and laws which apply to economic development; methods and techniques of budget development and management; federal, state, and local laws, codes, regulations, and ordinances affecting City operations and facilities; disaster and safety management programs and operations; applicable City policies, procedures, and memoranda of understanding related to budgeting, administration, and personnel; analytical techniques and effective methods of solving problems and promoting good management and leadership within the City management team.

CITY COUNCIL APPROVAL: March 1, 2006