

**CITY OF SOLVANG**  
**JOB DESCRIPTION**  
**DIRECTOR OF ADMINISTRATIVE SERVICES**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

**DEFINITION**

Under the direction of the City Manager, plans, organizes and directs the activities of the Administrative Services Department; is responsible for the following functions: accounting, treasury, purchasing, business certificate program, utility billing, payroll, audits, information technology and human resource functions. Primary responsibilities include: developing and implementing efficient and effective financial policies, plans and reporting systems that help the operating departments achieve their objectives and assure the City's long-term fiscal health; effectively using the City's information technology resources to improve customer service and productivity; and providing quality services to all of the department's customers--both internal and external to the organization.

**LICENSE REQUIRED**

Possession of a valid California Driver's license.

**EXAMPLES OF DUTIES**

- Advises the Council and City Manager on fiscal and information technology matters, including review of Council agenda reports and other policy documents for fiscal effects.
- Plans and supervises the financial activities of the City, working closely with the City Manager.
- Directs preparation and administration of the annual budget and annual reports in accordance with generally accepted accounting principles.
- Develops purchasing policies, standards, and procedures and monitors compliance with them.
- Develops and implements city-wide information technology systems policies and standards; coordinates preparation of city-wide priorities for new systems acquisitions and replacements.
- Coordinates department training activities; administers department budgets; implements city-wide personnel policies at the department level; and coordinates departmental activities that cross program lines.
- Issues interim reports on the City's fiscal and budgetary status; coordinates annual and special audits; and prepares annual financial reports.
- Oversees the processing of City payroll and vendor payments.
- Serves as the City's Treasurer; manages the City's investment portfolio.
- Plans and coordinates project financings for capital improvements and administers ongoing debt service obligation and covenants.
- Prepares revenue projections and monitors trends.
- Administers the City's utility billing, business certificates, accounts receivable, and cashier/public counter activities.
- Assures adequate support, maintenance and training for organization-wide office automation applications, including local and wide area network operations, data communications, and other electronic systems (such as telephones and copiers).
- Performs all municipal personnel management functions, namely recruitment, selection and utilization, classification, employee development, training (including safety programs), personnel policy determination and administration.

Director of Administrative Services  
Continued

- Responsible for the employee relations program for the City and assists with the meet-and-confer sessions with employee group representatives.
- Handles administration of employee benefits including health insurance, retirement, workers compensation and wellness.
- Advises and makes recommendations to City officials on organization and staffing problems, confers with employees and employee groups and provides information on personnel policies and practices; directs the processing and maintenance of all personnel records and reports.
- Reviews and administers the performance evaluation program, grievance procedures, equal employment opportunity and affirmative action programs; coordinates employee training to ensure optimum utilization of human resources.
- Employs, trains, supervises, directs and evaluates department's staff.
- Performs other related duties as assigned.

**ESSENTIAL FUNCTIONS**

- Knowledge of governmental accounting and generally accepted accounting principles and practices used by local and state governments.
- Knowledge of auditing principals and practices.
- Knowledge of research methods and techniques.
- Ability to prepare a Comprehensive Annual Financial Report.
- Administration of public personnel
- Plan, direct and supervise the financial and personnel activities of the City.
- Identify the objectives, policies and programs of the City administration and follow, coordinate or supervise their implementation.
- Develop, collate and analyze information and data and make administrative or policy recommendations therefrom.
- Work closely and cooperatively with the City Manager and other department managers and employees.
- Speak and write clearly and effectively.
- Communicate effectively with Council, staff members and the public.

**PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

**Strength:** Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull or move objects; May involve significant standing, walking, pushing and/or pulling; Constant sitting, Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional standing, walking, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders.

**Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position.

**Hearing:** Effectively hear/comprehend oral instructions and communication.

Director of Administrative Services  
Continued

**ENVIRONMENTAL CONDITIONS**

Works indoors constantly; Constantly uses a computer; Occasionally is exposed to dust

**EDUCATION AND EXPERIENCE**

Graduation from an accredited four-year college or university with a degree accounting, public or business administration, economics, personnel administration or related field.

Five years of increasingly responsible municipal administrative experience, providing a knowledge of finance and budget preparation and personnel administration.

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date