

ADMINISTRATIVE SERVICES ASSISTANT 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.*

JOB OBJECTIVES

To manage assigned divisions within the Administrative Services Department, represent the Administrative Services Director on initiatives, inter-jurisdictional projects and programs; carry out complex studies, special projects and other initiatives and recommend appropriate course of action; perform analytical and administrative services involving a variety of disciplines for the including policy analyses, operating procedures, organizational structure, budget and other financial matters; act as a liaison with assigned departments; and perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED

The work is performed under the supervision and direction from the Administrative Services Director. May exercise supervision over assigned employees.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Manage assigned Administrative Services Divisions including developing work plans, implementing programs, evaluating performance, monitoring progress, and recommending changes as necessary. Provide direction for assigned staff.
2. Provide oversight on, and conduct complex special studies, programs and projects as assigned, including the development of initiatives, coordination of inter-jurisdictional projects, and other administrative issues.
3. Represent the Administrative Services Director before various boards, committees, and community groups.
4. Stay abreast of new trends and innovations in the field of city government operations and other types of public services as they relate to the area of assignment. Monitor changes in laws, regulations, and technology that may affect City or departmental operations; implement policy and procedural changes as directed by the Administrative Services Director.
5. Prepares, review, and present staff reports, various management and information updates, and reports on special projects as assigned by the Administrative Services Director.
6. Act as a liaison with assigned Departments regarding the achievement of directives / policies; represent the Administrative Services Director's position on policy questions; assist Departmental staff in establishing and achieving objectives.
7. Analyze and make recommendations on budget requests for assigned departments; work with departments to achieve necessary reductions or alterations in proposed budgets; develop recommendations to the Administrative Services Director.

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8. Assist in the preparation of the City's annual and supplemental budgets, year-end reports, Annual Financial Report, audits and schedules under the Direction of the Administrative Services Director and in accordance with state and local budget laws and regulations.
9. Interpret pertinent laws, government and departmental regulations to the public in person and through correspondence; resolve difficult public relations problems in person and through detailed correspondence.
10. Perform related duties as assigned.
11. Regular and punctual attendance is a requirement of this position.

QUALIFICATIONS

Knowledge of:

Working knowledge of modern governmental accounting theory, principles and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB pronouncements; knowledge of the principles and practices of supervision; knowledge of micro computer capabilities and uses; knowledge of financial analysis and cost benefit analysis; knowledge of modern office practices and procedures; knowledge of word processing and spreadsheet software applications. Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations

Ability to:

Ability to communicate and interact on an interpersonal and professional basis with officials, department directors, boards, commissions, and City staff; ability to investigate and analyze administrative and budgetary problems and develop recommendations; ability to prepare and analyze complex financial reports; ability to maintain effective and efficient financial systems and procedures; ability to accurately account for City funds; ability to write clear and concise reports and letters; ability to communicate effectively in both written and oral form; ability to prepare and deliver oral presentations; ability to establish and maintain cooperative working relationships with individuals, whether other government agencies, employees or members of the public, from diverse groups and backgrounds; ability to supervise, train and evaluate personnel; ability to plan and supervise the work of others. Work cooperatively with, provide staff support to, and implement the policies of the City Manager. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

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Bachelors of Science degree from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field.

Experience:

Two years of increasingly responsible experience in local government management including oversight of projects and programs, fiscal analysis and budget work

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting, and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.