

**DIRECTOR OF ADMINISTRATIVE SERVICES**

*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 plan, direct, manage and oversee the activities and operations of the Administrative Services Department including general accounting functions, budget preparation and compliance, financial reporting, banking and investment services, purchasing, auditing, utility billing, information systems, risk, treasury, debt management, and facilities management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

**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. Assume full management responsibility for all department services and activities including general accounting functions, budget preparation and compliance, financial reporting, banking and investment services, purchasing, auditing, utility billing, information systems, risk, treasury, debt management, and facilities management; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Administrative Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Oversee City-wide financial and accounting services including accounts payable, utility billing, customer service, payroll and benefits administration; establish procedures to ensure strong fiscal controls; monitor and audit cash handling procedures in all departments.
7. Plan and manage the City's information systems including networks, personal computers, related hardware and software, and telephone systems.
8. Plan and manage the facilities and equipment owned by the City; oversee and administer maintenance contracts.

**CITY OF FOREST GROVE**  
**Director of Administrative Services (Continued)**

9. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with Generally Accepted Accounting Principles; ensure City assets are accounted for and properly used.
10. Direct and manage the City's investment program and portfolio; develop and monitor investment policies and procedures to comply with prudent fiscal practices.
11. Perform debt management functions; ensure compliance with bond ordinances, bond coverage and loan agreements; ensure all principal and interest payments are made.
12. Assume responsibility for the City's insurance coverage including liability, property, auto, physical damage, equipment and machinery; review and assess risk management exposure; make recommendations to mitigate liability.
13. Oversee administration of the City's information systems operations including file servers, network resources, data resources, and hardware and software; oversee the provision of technical support to individual users and departments.
14. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Oversee and participate in the development and administration of the Administrative Services Department and City-wide budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
16. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
17. Represent the Administrative Services Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
18. Provide staff assistance to the City Manager; participate on a variety of committees; prepare and present staff reports and other necessary correspondence.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of governmental accounting, financial management, budgeting, risk management and information systems.
20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
21. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive financial management and general accounting program.

Principles, practices, methods and techniques of financial management, governmental accounting, auditing and cash management.

**CITY OF FOREST GROVE**  
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Generally accepted accounting principles, practices and theories.  
Principles and practices of program development and administration.  
Principles and procedures of financial record keeping and reporting.  
Principles and practices of treasury and debt management.  
Principles and practices of municipal budget preparation and administration.  
Principles and practices of risk management.  
Principles and practices of information technology systems.  
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Manage and direct comprehensive municipal finance, accounting, treasury and information system programs.  
Develop and administer departmental goals, objectives and procedures.  
Analyze and assess programs, policies and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns and needs.  
Plan, organize, direct and coordinate the work of lower level staff  
Delegate authority and responsibility.  
Select, supervise, train and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Monitor and audit cash handling procedures.  
Ensure adherence to Generally Accepted Accounting Principles.  
Establish, implement and enhance accounting and internal control systems.  
Evaluate financial data and provide strategic direction on financial programs.  
Perform various debt, treasury and risk management functions.  
Oversee the provision of information systems technical support to users and departments.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective 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:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.

**Experience:**

Six years of increasingly responsible professional accounting or financial management experience including three years of management and administrative responsibility.

**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.