

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

Definition:

Under administrative direction and in collaboration with the Director of Administrative Services, plans, directs, manages, supervises, and coordinates assigned activities and operations of the Administrative Services Department, including accounting, fiscal operations, revenue operations including cashiering, contract management, cash management, treasury, and financial reporting; performs complex financial analysis and other professional accounting work; develops recommendations on various financial, accounting and investment matters; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Director of Administrative Services; and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists the Director in the planning, organizing and management of departmental services and activities including accounting, fiscal operations, revenue operations including cashiering, contract management, cash management, treasury, and financial reporting.

Supports organizational compliance with federal, state, and local laws, regulations, codes, and standards.

Participates in developing and implementing department goals, objectives, processes, procedures, and priorities; recommends and administers policies and procedures.

Coordinates Administrative Services Department activities with those of other departments and outside agencies and organizations as needed.

Oversees and manages preparation of the Annual Comprehensive Financial Report (ACFR).

Supports development and administration of the department budget.

Coordinates audits conducted by and provides assistance to independent external auditors.

Manages investments and maintains the City's investment portfolio; updates the City's Investment Policy on a regular basis.

Develops, recommends, administers, interprets, and supports enforcement of departmental and organization-wide policies and procedures and recommends improvements.

Administers, interprets, implements, and supports enforcement of governmental accounting and auditing standards as promulgated by national standard setting bodies.

Monitors and evaluates the efficiency and effectiveness of department service delivery methods and procedures; recommends appropriate service and staffing levels.

Supervises, selects and provides for the training, supervision, and evaluation of departmental staff; assesses and monitors workload, administrative and support systems, and internal reporting relationships; works with staff to correct deficiencies; implements discipline and termination procedures.

Participates in the preparation of, reviews, analyzes, and recommends changes for a wide variety of studies, reports, contracts, agreements, agenda letters, correspondence, resolutions, and ordinances.

Formulates, recommends, and implements departmental goals and develops workload indicators to measure progress towards goals achievement.

Responds to and resolves difficult and sensitive inquiries.

Participates in software application upgrades and software implementation.

Provides highly responsible and complex professional assistance to the Director of Administrative Services; assists with special projects as assigned.

Develops, directs, participates and presents oral and written staff reports and policy recommendations to commissions, boards, City Council and other groups as needed.

Serves as a liaison for the department with other City departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding departmental programs, projects, and services.

Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.

Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other types of public services as they relate to the area of assignment.

Operates a personal computer and uses applicable software.

May assume responsibilities and serve as Acting Director in the absence of the Director.

Other Duties and Responsibilities:

Performs related duties as assigned.

Drives a vehicle on City business.

Class Characteristics:

The Deputy Director of Administrative Services is a single incumbent classification with supervisory responsibilities for several divisions over professional and clerical staff. The incumbent serves in the Director's absence. Work is assigned and evaluated by the Director.

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.

Public agency budgetary principles, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Principles and practices of municipal financial management including accounting, financial reporting, auditing, and treasury management.

Leadership and management theory and practices, effective supervisory techniques, and public sector labor relations.

Financial and citywide computer applications.

Pertinent laws, codes, rules, and procedures which apply to municipal accounting and related legal issues.

Principles and application of critical thinking and analysis.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

AND

Ability to:

Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls within and across departments and assigned program areas.

May assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.

Formulate and administer an effective citywide fiscal management program.

Analyze problems and recommend and implement effective solutions.

Plan, organize, direct, coordinate, and evaluate the work of supervisory, technical, and office support staff; delegate authority and responsibility; implement disciplinary actions when warranted.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Work within, interpret and apply applicable laws, City and department rules and regulations.

Resolve conflict situations in a fair and amicable manner.

Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Establish and maintain effective relationships with those contacted in the course of work.

Think clearly, logically, and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Effectively communicate both orally and in writing; develop, direct, participate in and present oral and written staff reports and policy recommendations to commissions, boards, City Council and other groups as needed; prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Prepare clear and comprehensive reports and make effective presentations.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

Meet the public with courtesy and tact.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

A Bachelor's Degree in Accounting, Business Administration, Finance, or a related field from an accredited college or university. A Master's Degree in Accounting, Business Administration, Finance or a related field from an accredited college or university and possession of a Certified Public Account (CPA) license issued by the State of California are desirable but not required.

AND

Six (6) years of progressively responsible professional public sector finance or related experience, including two (2) years at the mid-management level in an organization comparable to Fullerton in terms of the scope of activity.

Special Requirements:

Must be able to work flexible and extended hours to accommodate City needs.

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

The City of Fullerton's Conflict of Interest Code requires that the Deputy Director of Administrative Services file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment. The incumbent uses a computer, keyboard, and related equipment, sits, stands, walks, twists, kneels, crouches, reaches, bends, and grasps and may operate a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established September 2023