



JOB DESCRIPTION

TITLE: Administrative Services Director	JOB CODE: 1105
DEPARTMENT: Finance & Administrative Services	EFFECTIVE DATE: 4/24/19
REPORTS TO: City Manager	FLSA STATUS: Exempt
SUPERVISES: City Clerk, Finance Deputy Director, H.R. Manager, Customer Service Manager and I.T. Manager	UNION STATUS: Unrepresented

Job Purpose/Summary

The Director of Administrative Services functions as the City's chief financial officer and is responsible for overall leadership and management of the Administrative Services Department. The Director plans, organizes, directs and administers all the City's financial operations including purchasing, payroll, accounting, business licensing, financial reporting, grant and contract reporting and compliance, assessment district administration, debt management, revenue monitoring, budget development, capital project financial monitoring and investments, internal control, treasury functions, City Clerk functions, City's information systems, utility billing operations, and Human Resources/Risk Management. The Director serves as a resource to the City Manager, City Council, other governmental agencies and the general public.

ABOUT THE CITY OF BANNING

The City of Banning is located in the San Gorgonio Pass area of Southern California. The community of over 30,000 people is diverse with income levels slightly lower than other areas of Riverside County. However, growth and development is occurring rapidly, which will create new jobs, increase the population and raise income levels. Our employees are the most important asset in preserving our Proud History, Creating a Prosperous Tomorrow, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

CITY VISION

The City of Banning promotes and supports a high quality of life that ensures a safe and friendly environment, fosters new opportunities and provides responsible, fair treatment to all and is the pride of its citizens.

CORE VALUES

- Customer Service Excellence: We excel in what we do by staying responsive, flexible, patient, effective, and professional.
- Integrity: We are ethical, accountable and compliant with our responsibility to the public and community.
- Teamwork: We work together and maintain great communication and respect and foster a fun and enjoyable atmosphere to take pleasure in what we do.
- Yes-Minded: We recognize diversity and maintain a positive attitude to do all we can to serve the community in the safest and most responsible manner.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Banning Leadership Philosophy, actively welcomes new approaches to public service and supports

change and process improvements at all levels within the organization.

- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS

- Functions as a member of the City's management team and works closely with the City Manager, Department Directors, and City Council on activities related to strategic planning and the development of City vision, mission and values.
- Plans, organizes, directs and evaluates the activities of the divisions comprising the Administrative Services Department; ensures that the department's programs are implemented in a manner consistent with the City's goals and policies; determines major departmental policies, performs short- and long-range planning activities, and sets direction, goals, objectives and priorities for the department.
- Directs and manages the City's financial operations within limits prescribed by law and in accordance with guidelines established by generally accepted accounting principles and practices.
- Directs the City's financial planning functions including long range revenue projections and is responsible for facilitating long range financial planning, rate and fee analysis, and tax options.
- Directs the City's budget planning and reporting functions and is responsible for the collection, reporting, display, monitoring, and evaluation of expenditure information.
- Directs and manages the City's cash and investments and relations with the banking, financial and investment resources.
- Directs and manages the City's long term financial management, including debt issuance, debt management, ongoing disclosure, and related functions.
- Directs and oversees the effective billing and collection of City accounts receivable, local taxes, and utility charges.
- Provides financial information to facilitate decision making; oversees the compilation and analysis of data; prepares materials for and makes presentations to elected officials, other agencies and the public; attends City Council meetings and other meetings as required.
- Advises the City Manager, City Council and department directors regarding the budget preparation process, consequences of financial alternatives, and the presentation and recommendation of budget and fiscal options.
- Develops and administers departmental budgets, including forecast of funds for staffing, projects, equipment, materials and supplies, and monitoring of expenses; makes recommendations concerning priorities, allocation of funds, materials and personnel for departmental activities.
- Monitors federal, state and other local legislation to determine impacts on financial policies and practices; prepares, coordinates and implements responses and recommendations.
- Provides managerial assistance and supervision to subordinates in planning and implementing programs; selects, trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; reviews employee performance evaluations completed by the department management team; provides or coordinates staff training.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- Facilitates problem solving in the department and encourages a high degree of communication and feedback between employees and supervisors; leads by example by maintaining high standards of behavior and performance.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- City organization, operations, policies and procedures.
- Structure, organization and interrelationships of City departments, agencies and related governmental agencies and offices affecting assigned functions.
- Current social, political and economic trends and operating problems of municipal government.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

- Principles and practices of public accounting and finance, and municipal government budget preparation and administration.
- Rules and regulations governing public meetings.
- Sources of information related to a broad range of municipal programs, services and administration.
- Pertinent Federal, State and local laws, codes and regulations.
- Program and project management techniques and principles.
- Research methods and report preparation and presentation.
- Management practices in a union environment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Develop short- and long-range goals, and plan, assign, coordinate and evaluate the work of subordinates.
- Analyze issues, evaluate alternatives and make logical recommendations based on findings.
- Administer program goals and objectives; implement initiatives and recommendations in support of department and City goals.
- Foster cooperative group processes and efficiently use resources; delegate tasks and workload assignments.
- Develop and monitor departmental and program/project operating budgets, costs and schedules.
- Assess and prioritize multiple tasks, projects and demands.
- Supervise, lead, coach and use best management practices to improve staff performance.
- Effectively administer a variety of city-wide programs.
- Interpret and apply city policies, procedures, laws and regulations.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Operate a personal computer utilizing a variety of standard and specialized software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

A bachelor's degree in finance, accounting, public administration or a related field and 10 years of progressively responsible senior management experience. A master's degree in business or public administration is preferred.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California State driver's license is required.
- Must be bondable.
- Successful completion of a pre-employment background check is required.
- Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation is preferred.

WORKING CONDITIONS

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Frequent attendance at meetings before or after regular work hours is required.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Banning is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status,

age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.