

# CITY OF WASCO

## POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
<b>Position Title:</b>	Administrative Services Director	<b>Department :</b> Administration	
<b>Reports to:</b>	City Manager	<b>FLSA Classification :</b> Exempt	
<b>Career Ladder:</b>	City Manager	<b>Pay Grade:</b>	<b>Approval Date:</b> 08/16/05

**POSITION SUMMARY:**

The fundamental reason this classification exists is to manage the finances of the City, advise the City Manager on all matters relating the finances of the City, and plan, organize, direct, and coordinate the activities of a Finance, Human Resources, Community Housing, Building and Grants divisions. The Director is a key advisor to the City Manager on matters affecting overall city operations

**CLASS CHARACTERISTICS:**

This single position management classification is responsible for the management of City and City-managed finances under direction of the City Manager. It plans and directs the activities of the Finance, Community Housing, Building and Grants division and prepares periodic reports to the City Manager and City Council concerning the financial condition of the City. It assists the City Manager by taking principal responsibility in the development of the annual City budget and additional areas as directed. The classification is the chief financial advisor to the City Manager and is responsible to the City Manager for the fulfilling the finance-related goals and objectives of the City.

**ESSENTIAL RESPONSIBILITIES:**

Plan, organize, and direct all departmental programs. Oversee and evaluate the efficiency and effectiveness of all aspects of the department’s programs in light of the City’s goals, objective, and priorities

Assist in the development of City goals, objectives, and priorities. Based on City goals, objectives, and priorities, develop those of the department. Participate in the development of the department budget. Administer department budget within allocations, monitoring expenditures and revenues

Participate in the selection and assignment of department employees and provide for the supervision and training of all such personnel. Assign, direct, evaluate, reward, and discipline employees directly supervised in accordance with City policy. Assure that department employees are instructed in job safe practices associated with their typical work environments and in the handling of hazardous materials. Resolve routine personnel issues. Investigate accidents

Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of department activities and programs and compliance with City regulations. Determine work procedures to improved efficiency and effectiveness of operations

Prepare City Council agenda items for review and approval by the City Manager

Attend a variety of management meetings and other city meetings representing the department. Make presentations before various boards and commissions and, as requested by the City Manager, before the City Council

Represent the City on various regional, community, and professional boards, committees, and commissions, as requested by the City Manager, and make necessary presentations. Maintain effective liaison with colleagues and practitioners in similar local, state, and federal activities

Provide technical staff assistance to the City Manager and other department heads. Draft correspondence in response to public inquiries; monitor department program activities for compliance with regulations and City priorities. Serve the City by taking on special non-financial assignments from the City Manager, staffing special studies, inquiries and fact finding. Prepare staff analysis and reports on various projects and programs. Present analysis in both oral and written form to the City Manager and City Council

Resolve the Department's most difficult, complex, and sensitive customer service issues as necessary or directed, and maintains related records. Keep the supervisor informed of problems, issues, and concerns. Recommend changes in programs and policies to the City Manager

Research and develop suggested changes to the department budget during the city's annual budgetary process that implements the established goals, objectives, and priorities of the City

Negotiate with outside entities concerning the establishment of approved contractual relationships with the City concerning those matters under department cognizance. Administer these and other City contracts that relate to and are within the scope of department responsibilities. Serve on the City's labor relations team

Responsible for authorizing the purchase of departmental materials and equipment within established dollar limits and the budget limitations

Plan, organize, direct and coordinate all the activities of the Finance and Accounting divisions. Services include accounting, finance and budget and related reporting activities for the City, the Wasco Public Finance Authority, and the Wasco Redevelopment Agency, and involve functional activities such as accounts payable and receivable, payroll, utility billing and collection, and cash management

Serve as the Finance Officer for the Redevelopment Agency and the Public Finance Authority with the City Manager serving as Executive Director of both agencies

Handle all City cash management and investments

Assist the City Manager by the development of the annual City budget and final Department Budgets. Responsible for the preparation and presentation of the Annual Operating and Capital Improvement budget for the City; Estimate revenues, audit departmental budgets on a periodic basis, and monitor the City's state and federal programs expenditures

Initiate and supervise the City's mid-year budget review process. Prepare tentative budgetary changes for submission to the City Manager and City Council

Recognize and/or identify and report relevant financial trends at the regional, state or national levels to the City Manager

Responsible for scheduling and conducting internal audits and for coordinating the annual audit by an independent Certified Public Accountant firm

Prepare the City's Comprehensive Annual Financial Report Certified. Supervise the timely preparation of annual mandatory reports to the State of California and other agencies. Prepare additional periodic financial reports for the City Manager, City Council, and department heads

Manage debt service activity, fiscal agent reconciliation, arbitrage calculation, and continuing disclosure. Coordinate with designate City contractors on sales tax audits and revenue recovery

Manage the development of an information technology capability for the City. Plan, coordinate, develop and supervise the introduction of technology and computerized accounting systems, installation of new systems, and the training of staff in system requirements and usage

Manage the City's grants administration and resultant loan programs (e.g. CDBG and CAL-Home). Make loans and oversee the loan processes and servicing through the establishment of related policies, procedures and reporting systems

Reduce complex financial data to readily comprehensible forms. Organize, assign, direct, review and evaluate the work of assigned staff. Assess and evaluate situations and make firm recommendations. Make rapid and sound independent judgments within established guidelines. Communicate clearly and concisely in oral and written English. Effectively represent the City in meetings with representative of public and private organizations and the public. Operate a personal computer and related programs

Performs related duties as assigned

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## **MINIMUM QUALIFICATION**

**Knowledge of** — Municipal finance and fund accounting principles and techniques including automated accounting. Governmental purchasing practices and procedures; Principles, practices, and procedures in municipal budgeting, treasury management, public administration and municipal management; Organization and management practices as applied to the analysis and evaluation of operational needs; Methods and techniques of administrative data gathering and analysis; Supervisory principles and practices as they relate to the public sector. Applicable Federal, State and local laws, regulations and codes; Correct use of oral and written English, and proper spelling, punctuation, and composition; Mathematical and statistical analysis and theory; Principles and practices of record keeping. General computer use and database management theory

**Skilled in** - Providing skilled analytical and management staff support to the City Manager; Conducting complex analytical and fiscal studies, evaluating alternatives and making effective recommendations; Reading, interpreting, and applying complex procedures, policies, rules and regulations. Negotiating and representing City interests. Organizing and maintaining accurate records and files; Organizing and prioritizing assigned work; Preparing clear, accurate, and concise reports, correspondence and other written materials; Maintaining confidentiality. Establishing and maintaining effective working relationships with those contacted in the course of work and with professional colleagues in other jurisdictions; Communicating tactfully, sensitively, and effectively with employees and employee representatives. Using initiative and making sound and independent judgments within established goals and objective.

**Ability to** - Devise, install and maintain a comprehensive accounting system and instruct subordinates in its operation. Plan, organize and direct the activities of those engaged in a variety of financial and accounting service activities. Devise and operate effective internal auditing procedures. Oversee

comprehensive accounting, finance, and treasury programs. Assist in the development and audit of complex operating and capital improvement budgets.

**Licenses and Certificates** – Possession of or ability to obtain a valid California Driver’s License may be required

**Physical Abilities and Work Environment** – Sit for lengthy periods of time in indoor office environment. Communicate clearly in English. Operate keyboard equipment. Effectively deal with stressful situations.

**Other** – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable. Be bondable.

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**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – Five years of increasingly responsible experience in governmental accounting as an Accounting Manager or Accounting Supervisor, and at least two years of supervisory experience supervising a staff of at least three employees.

**Education** - Possession of a Bachelors Degree from an accredited college or university with major course work in accounting or finance. Possession of a Masters Degree in one of the above fields is desirable, and may be substituted for one year of experience. Possession of a Certified Public Accountant certificate may also be substituted for two years of experience.

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**ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

\_\_\_\_\_  
Print Name

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Signature

\_\_\_\_\_  
Date