

**CITY OF ROCKLIN**  
**DIRECTOR OF ADMINISTRATIVE SERVICES**  
Salary Range: 36 (Management Salary Schedule)

**DEFINITION**

Under administrative direction, plans, organizes, provides administrative direction and oversight for, and participates in the activities and functions of the Administrative Services Department which includes human resources, finance, and risk management; develops and implements departmental goals and objectives; develops, implements, and enforces policies, procedures, and standards; provides expert professional assistance and support to the City Manager; undertakes special projects as assigned; ensures performance objectives are established and accomplished in response to the goals and objectives adopted by the City Council; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a single position executive management level classification with full responsibility for managing the administrative activities of several divisions through subordinate managers. In addition to providing designated staff and policy assistance to the City Manager in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with citywide implications. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals and for furthering City goals and objectives within general policy guidelines. The incumbent may be appointed as the City Treasurer and/or Finance Director consistent with the Rocklin Municipal Code, and state law.

The Director of Administrative Services is an “at-will” that serves at the pleasure of the City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises general direction or direction over management, professional, technical, and clerical staff, either directly or through subordinate levels of supervision.

**ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Assumes full management responsibility for all department services and activities, including human resources, finance, and risk management.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates work plans through subordinate level staff of assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Oversees all human resources and risk management functions, including recruitment, recruitment and selection, employee relations, labor relations, classification, compensation and benefits, workers' compensation, training, and human resource information systems functions; manages the City in labor relations matters, including the meet-and-confer process, grievances, and related matter; manages and participates in City labor contract negotiations and oversees contract administration; manages and participates in activities that impact labor and employee relations; oversees risk management; and ensures compliance with applicable federal and state laws, regulations, as well as municipal and other codes and ordinances.
- If appointed as the City's Finance Director, all responsibilities assigned by state and local law; oversees all activities related to the City's accounting function, including the annual budget, accounting system, payroll, accounts payable, and purchasing; reviews and analyzes departmental/city expenditures and revenues to evaluate impact upon City operations and programs; provides for timely collection, deposit, and posting of revenues and taxes and control of disbursements; administers provision of general ledger services, including payroll, payables, receivables, and financial reporting; manages auditing of financial reports by independent auditors; implements federal, state, and local mandates; prepares the City's operating budget document and assists in the development of the capital improvement program budget;
- If appointed as the City Treasurer, all responsibilities assigned by state and local law; manages the City's investment program; annually prepares investment policy updates for the Investment Advisory Committee and City Manager's review and Council approval.
- Provides staff assistance to the City Manager.
- Attends City Council meetings and participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Represents the Administrative Services Department to other departments and outside agencies; coordinates related activities; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Monitors legal, legislative, and other developments related to human resources, finance, and risk management matters.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives, and recommendations for City Manager and City Council consideration.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships.
- Represents the City and the department in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

- Monitors developments in legislation related to human resources, finance, and risk management matters, evaluates their impact upon City operations, and recommends and implements policy and procedural improvements.
- May be assigned duties consistent with an appointment as the City Treasurer or Finance Director.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, and personnel management and supervision.
- Practices of leadership, motivation, team building, and conflict resolution.
- Advanced principles and practices of public sector personnel administration, including recruitment and selection, risk management, benefits administration, and labor relations.
- Advanced principles and practices of municipal finance, including accounting, auditing, financial recordkeeping, budget preparation and control, and governmental purchasing.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to human resources, finance, and risk management.
- Principles and practices of management, organizational planning, and public relations.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Administrative Services Department.
- Provide administrative and professional leadership and direction for the department.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

- Analyze and evaluate statistical data and reports related to assigned areas.
- Negotiate agreements between differing individuals and groups of individuals.
- Manage and maintain the City's financial reporting, payroll, budget, and accounting activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information in an effective and accurate manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Represent the City under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

**Minimum Qualifications:**

A typical way of gaining the knowledge and abilities outlined above is:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, human resources, public administration, business administration, or a closely related field.

AND

Seven (7) years of increasingly responsible professional financial, human resources, or combined experience in the public sector with at least four (4) years of managerial experience in program planning and development, staff supervision, and budget preparation and management.

Possession of a master's degree in the related fields above is desirable.

**License and Certification Requirement**

Possession of, or ability to obtain and maintain, a valid California Class C driver license and a satisfactory driving record. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Conditions**

The incumbent appointed to this class must be physically able to perform the required duties, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift and carry reports and records that typically weigh less than 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**Environmental Conditions**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures.

**Working Conditions**

Employees may be required to work on evenings, weekends, and holidays, and participate in afterhours on-call assignments.

**FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: July 2014*

*Revised: March 2019, April 2021*