



DEPARTMENTAL ADMINISTRATOR

AGENCY/DEPARTMENT:
Various/Various

Approved By HR Director: *Linda Matthews*
Date Approved: *5/26/06*
Date of Last Revision: 03/24/2006

Reports to: Agency Head
Supervises: Various

JOB SUMMARY: Under administrative direction, directs and manages the activities and staff responsible for providing agency-wide administrative functions including budget administration and analysis, human resources management, and financial analytical services; provides highly responsible and complex analysis and evaluation to Executive Management; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This Department Head class is distinguished by its independent management of a variety of administrative and support functions of the highest complexity, including those requiring multi-agency coordination.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Directs and controls the activities of the agency's administrative functions; develops long-range plans for agency programs and operations.
2. Prepares the annual budget for the agency; monitors and controls the budget; conducts revenue and expenditure forecasting and research.
3. Coordinates the development and implementation of agency goals, objectives, policies, and priorities.
4. Coordinates the preparation of the Agency's capital improvement and strategic plans.
5. Plans and directs special projects; evaluates progress and resolves difficulties, including those involving other City agencies; manages and directs the work of project staff including vendors, subcontractors, and City staff.
6. Provides technical expertise to Administrative Officers and other administrative staff.
7. Leads multi-agency and citywide project teams comprised of Administrative Officers and other administrative staff.
8. Analyzes and evaluates agency objectives, programs, organizational structure, operations, and control systems.
9. Analyzes and improves the efficiency and effectiveness of service delivery methods and procedures; enhances procedures to ensure productivity, quality, and safety.
10. Directs research and analysis of statistical and other data; makes recommendations on administrative and operational problems, policies, and procedures.
11. Researches contract services and supply needs; develops and negotiates contract terms; monitors contract compliance and mediates user/provider complaints.
12. Evaluates operational needs for facilities, equipment, and communication systems; analyzes staffing, equipment, and space utilization; coordinates the installation and/or modification of facilities, systems, and equipment.
13. Evaluates the effect of current and pending legislation on agency programs and operations; develops responses and legislative proposals; liaisons with state and federal officials.
14. Prepares and presents reports to City Council, Commissions and Executive Management.
15. Represents the Agency in public meetings and with outside agencies.

16. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Bachelor's degree or equivalent from an accredited college or university in business administration, public administration, or a closely related field.

EXPERIENCE: Five years of professional administrative or management experience performing budget, operational and/or fiscal analysis, including two years of managerial level experience in the direction and coordination of complex projects and programs.

KNOWLEDGE OF:

- Advanced principles and practices of municipal administration.
- Applicable federal, state, and local laws, codes, and regulations governing local government operations.
- Principles and techniques of supervision, training, and evaluation.
- Advanced principles and practices of accounting, fiscal planning, and management including feasibility analysis, statistical analysis, budget preparation and administration.
- Research methods and techniques, statistical measurements, and report preparation and presentation.
- Customer service operations, policies and procedures.
- Public administration, organization and management principles and practices.

ABILITY TO:

- Analyze, assess, develop, implement, and evaluate complex programs to meet community and agency needs.
- Provide administrative and professional leadership and direction.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Analyze problems and identify solutions.
- Conduct analytical studies and prepare complex reports.
- Coordinate, implement, and prioritize complex programs and projects.
- Develop, implement and ensure compliance with agency and City policy and procedure.
- Analyze, monitor, and control budget expenditures.
- Manage and negotiate contracts, procurement and service agreements.
- Plan, establish, implement, and evaluate agency goals and objectives.
- Operate a computer using word processing, spreadsheet, and graphic software.
- Deliver quality customer service; ensure professional work standards are met.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships
- Coordinate, implement, and prioritize complex programs and projects.
- Conduct analytical studies and prepare complex reports.

LICENSES:

- Valid Class C California drivers license.
- Acceptable driving record at time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Master's degree in business administration, public administration, or a closely related field.
- Public sector experience.

FLSA Exemption Status: Exempt

Employee Unit: Department Head

DOT Program Participant: No

Job Family: Administrative

Class Progression: Management Analyst
Senior Management Analyst
Administrative Officer
Departmental Administrator
Deputy City Manager

Date Class Established: February 21, 2006