



## City of Larkspur

# DIRECTOR OF ADMINISTRATIVE SERVICES

### **DEFINITION**

Under general direction, manages and oversees activities and operations within the City's administrative divisions, including the Finance Division (including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, business licensing, and purchasing), human resources, and risk management; advises the City Manager and City Council on administrative matters. Serves as the City Treasurer and performs other duties as assigned to serve the community of Larkspur.

### **DISTINGUISHING CHARACTERISTICS**

This is a department director level class responsible for planning, directing, and obtaining resources for all operations and programs of assigned administrative divisions. The Director exercises significant discretion, within legal and general policy and regulatory guidelines, and independently develops and implements departmental policies, procedures, and services. The Director has responsibility for the lawful, effective and prudent disbursement, investment and management of City funds, and for municipal financial recordkeeping and reporting.

The incumbent is responsible for maintaining positive community relations while efficiently collecting sufficient taxes, fees, and fines to sustain the City's operations. The Director provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent ensures that long- and short-range City goals and activities of the Finance Division are completed in a timely and efficient manner consistent with defined policies and regulations.

### **SUPERVISION RECEIVED AND EXERCISED**

The Director of Administrative Services reports to the City Manager. The Director provides direct supervision to the staff of the Finance Division. At times, the Director may provide functional input to professional, technical, and clerical staff members in other departments, and to consultants retained by the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (*include but are not limited to the following*)

- Directs, manages, and oversees all Finance Division services and activities including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, business licensing, and purchasing
- Monitors and evaluates the efficiency and effectiveness of financial methods and procedures, administrative and support systems; identifies opportunities for improvement; directs the implementation of changes
- Provides administrative assistance to the City Manager and City Council; prepares and presents reports to the City Council and various committees and commissions regarding administrative matters
- Serves as the City Treasurer, internal auditor, and financial advisor overseeing financial forecasting, investment management, and related financial activities
- Prepares financial statements in accordance with generally accepted accounting standards
- Serves as the City's principal budget officer; coordinates the development and administration of the City's budget; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions
- Participates as a member of the management team; works cooperatively to address City issues, ensures overall health of the organization, fosters good communications between program staff and provides consistent and professional management
- Represents the City to outside groups and organizations; participates in outside community and professional groups and committees providing technical assistance as necessary
- Conducts studies of cash on hand and cash flow requirements to determine investment schedules
- Ensures availability of funds for debt service payments and proper accounting for bond funds
- Reviews capital improvement projects and ensures that authorized expenditures match the proper funding source
- Supervises the maintenance of the General Ledger and the preparation and analysis of various financial statements, schedules and reports
- Reviews and signs checks
- Responds to complaints and requests for information from a variety of sources
- Works with vendors to design and maintain finance software
- Assists City Manager and Department Heads with City's Risk Management Program
- Assists City Manager and Department Heads with City's Human Resources functions
- Provides outstanding and friendly customer service to both external and internal customers; advise City Manager and other management team members on administrative and financial issues

- Develops and executes short- and long-range projects and strategic plans
- Pursues professional development in the field of municipal finance and general administration; study emerging trends; make recommendations for future planning

## **REQUIREMENTS**

### **Knowledge of**

- Thorough knowledge of the principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures
- Fund and cash-basis of accounting and reporting
- Computerized information systems typically used in processing accounting and financial data, and preparing related reports
- Thorough knowledge of laws, codes, and regulations pertaining to the financial operations of municipal government
- Organization and function of city government and public agencies, including the role of elected officials and appointed boards, commissions, and committees and familiarity with the requirements of the Brown Act
- Knowledge of service needs, issues, and culture of Larkspur community
- Knowledge of current trends in municipal finance
- Knowledge of practices and techniques of administrative and financial record keeping and report preparation
- Knowledge of organizational structure, workflow, operating procedures, and personnel management
- Familiarity with the principles of human resources management
- Familiarity with the concepts of risk management

### **Skill and Ability to**

- Ability to effectively represent the City when meeting with officials, private citizens, and representatives of other agencies, and in public meetings; and to establish collaborative relationships
- Skill in identifying, obtaining, and organizing resources
- Ability to select, manage, develop, and train assigned staff
- Ability to adjust to changes in workload and assignments and to meet deadlines under pressure
- Skill in analyzing information logically and creatively to identify problems, draw valid conclusions, and develop effective solutions to problems
- Skill in understanding, interpreting and applying principles, laws, rules, regulations, and

- policies and procedures pertaining to municipal finances
- Skill in exercising sound independent judgment
- Ability to speak and write effectively, adjusting style, method, and information as appropriate for the knowledge base of the target audience
- Proficient in the use of Microsoft Office suite; competence with databases
- Ability to learn and utilize new technology
- Skill in applying strong ethical, professional, and service-oriented leadership
- Ability to conduct a variety of departmental organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ability to prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner
- Ability to select, train, motivate, and direct department personnel; evaluate and review work for acceptability and conformance with department standards
- Ability to ensure the high quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes
- Establish and maintain cooperative working relationships

## **EDUCATION AND/OR EXPERIENCE**

Sufficient education, training and experience to manage the finances of a city, the collection, accounting and reporting of city funds and the work of administration. A typical way to obtain the required qualifications is to have:

- A Bachelor's Degree from an accredited college or university with major course work in accounting, business or public administration, and
- At least five years of professional, comprehensive, and increasingly responsible work experience in governmental accounting, auditing and financial management, including two years in a supervisory capacity

NOTE: A Master's Degree and possession of a CPA qualification are highly desirable

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position works in an office environment, around standard office equipment, interacts with the public, and is subject to interruptions and deadlines. The position requires prolonged sitting in the performance of daily duties
- The position also requires walking, standing, stooping, some pushing, dragging, and light lifting while obtaining and returning journals, printouts, documents, and boxes. The incumbent must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds
- While performing the duties of this job, the incumbent is regularly exposed to video display terminals. Near, far and color vision is required in reading correspondence, statistical data, and using a computer
- The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard
- Hearing is required when providing phone and face-to-face customer service and attending meetings
- The incumbent may be required to work extended hours, i.e., to attend meetings outside of normal working hours

**OTHER:**

*FLSA Status: Exempt - Executive*  
*Bargaining Unit: Unrepresented Management*  
*Approved by: City Manager Dan Schwarz*  
*Date: December 18, 2018*