

## CITY OF RIVERBANK

### DIRECTOR OF ADMINISTRATIVE SERVICES/CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Administrative Services Department, which includes the statutory responsibility of city clerk, municipal elections, and records management; manages the City's human resources, risk management, safety programs, information technology, and emergency services; performs a variety of special project management responsibilities; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Administrative Services** is the administrative management level class, which oversees all functions and operations of the Administrative Services Department and is responsible for the assigned activities of City Clerk, human resources, risk management, safety, information technology, and emergency services. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for the administration of all City Departments and operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical, and office support personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all Administrative Services Department activities and services, including activities associated with City Clerk, human resources, risk management, safety, information technology and emergency services; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.
- Plans, develops, and implements departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Plans and directs the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

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- Oversees the selection, training, and evaluation programs for all Administrative Services personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.
- Keeps accurate records of the proceedings of the City Council; ensures compliance with open meeting laws and posting requirements; coordinates and prepares City Council agenda packets, meeting minutes, and calendars; follows up on Council actions to ensure timely preparation, indexing, and filing of agreements, resolutions, ordinances, and vital records; updates and maintains the Municipal Code to reflect actions of the Council.
- Records and maintains minutes, ordinances, and resolutions; publishes legal notices, hearings, ordinances, and street vacations; receives, accepts, and processes subpoenas and liability claims.
- Directs the conduct of municipal elections; prepares, issues, and accepts absentee ballots; prepares appropriate resolutions and ordinances in conjunction with requirements for and results of the election; schedules and prepares necessary documentation for Council to certify elections; posts election results; provides liaison to the County Registrar/Recorder office.
- Serves as the filing officer and official for local campaign statements and statements of economic interest for designated positions under the Political Reform Act.
- Manages the City's human resources functions including recruitment selection, compensation, and classification; manages the risk management function; represents the City's interests in joint powers risk agreements; oversees the City's safety related programs.
- Manages the City's information system and related maintenance contracts.
- Serves as liaison with federal, state, regional, county, city, and special district agencies; provides responsible and complex staff support to the City Council, City Manager, and Department Heads; develops recommendations for policies, laws, ordinances, resolutions, and programs related to Administrative Services activities.
- Prepares and administers the Administrative Services budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; plans, organizes and develops the City's annual operating and capital improvement budgets.
- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Serves as a member of the City's management team; provides information and recommendations regarding operations; assists with City decision-making; performs a variety of special assignments.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of Administrative Services, human resource and risk management, and information systems;

responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the Department.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Director of Administrative Services**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of broad and extensive experience in municipal administrative services management, including at least three years in an administrative or supervisory capacity, and a bachelor's degree in business administration, public administration, or a related field.

**License/Certificate:**

Possession of, or the ability to obtain, a valid Class C California driver's license. Certification from the International Institute of Municipal Clerks as a Certified Municipal Clerk and/or Master Municipal Clerk is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices, and techniques of municipal records management and elections; principles and practices of human resource management; principles of risk management; methods and techniques of supervision, training, and motivation; basic principles of mathematics; information systems technology as it relates to local area networks related software; applicable federal, state, and local laws, codes, and regulations relating to public records, public meetings, municipal elections, human resources, and risk management; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods

and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, direct, and perform the duties of the Administrative Services Department including the statutory requirement for a City Clerk operation; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; handle and prioritize multiple tasks; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes, and regulations relating to municipal elections, human resources, and risk management; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.