

ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under administrative direction, administers the City's personnel and risk management programs; administers public transportation program; provides staff assistance to the City Manager and coordinates projects involving a variety of municipal operations.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Plans, organizes, and coordinates the administration of the personnel program including recruitment, selection, compensation, employee benefits, grievance/discipline, and employee relations components; supervises staff in the conduct of the program; consults with departmental staff on personnel issues; acts as chief representative of the City in meet and confer sessions; drafts and administers contract agreements; administers employee recognition programs.
2. Plans, organizes, and coordinates the administration of the risk management program including workers' compensation, employee benefits, general liability, and property insurance; coordinates City-wide safety program; investigates accidents and claims; consults with departmental representatives to minimize liability and prevent loss.
3. Monitors contracts with transit contractors; monitors performance of contractors and responds to citizen complaints; develops transit bid documents and contracts; represents the City at county transportation planning meetings; negotiates with County to provide service to unincorporated areas; prepares grants to obtain equipment and vehicles.
4. Develops and administers a variety of budgets including personnel, City Manager's Office, transit, risk management, City Clerk, City Attorney, City Council, and community promotion; prepares, administers a variety of contracts; researches, prepares and reviews Council agenda items.
5. Responds to requests of the City Council; represents the City Manger and City with other government agencies and associations.
6. Represents and supports the policies and procedures established by the City Council and City Manager.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in public administration, business administration or related field and five years of management level experience in public administration, personnel, labor relations, and/or risk management or any combination of training and experience that provides the desired knowledge and liabilities. A Master's degree in Public Administration is desirable.

Knowledge of:

Laws, principals, and practices relating to public personnel administration including recruitment, selection, discipline, and employee relations; principles and practices of risk management; worker's compensation law; self-insured coverage plans; actuarial principles; administrative policy research techniques; current practices and trends in public administration; community needs and attitudes regarding City government; public relations techniques; supervision practices and principles.

Ability to:

Administer personnel and risk management programs; supervise staff, analyze and evaluate administrative problems; present facts, research findings and recommendations in a clear and concise manner; analyze unusual situations and resolve through application of City policy; develop comprehensive plans to satisfy future needs of City service; deal constructively with conflict and develop effective resolutions; plan, organize, and coordinate assigned program operations; understand and follow verbal and written directions; establish and maintain cooperative working relationships; communicate effectively, both verbally and in writing.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise. Video display terminal is used on occasional basis. Attendance of night meetings and travel throughout the State is required.

Date Adopted: August 6, 1996