


Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: July 16, 2019
To: Honorable Mayor and City Councilmembers
From: Larry McLaughlin – City Manager
Subject: Approval of Job Description - Administrative Services Director
Recommendation That the City Council Approve the Revised Job Description
Funding: Currently Budgeted: X Yes ___ No ___ N/A
Net General Fund Cost:
If Cost to Other Fund(s),

INTRODUCTION:

The item is to request that the City Council Approve the job description - Administrative Services Director.

BACKGROUND:

The City periodically reviews job descriptions and specifications and either updates them or creates new positions to more accurately reflect the current needs of the departments and duties of the staffing level. This periodic review is a best management practice and is incumbent upon management to assess the duties and responsibilities of positions ensure resources are in place for desired service levels, identify areas of service enhancement and accommodate staffing requirements.

DISCUSSION:

A City’s Finance Department represents a unified, integrated financial center with responsibility for financial matters affecting all departments and activities of the City. Similar to this request, many cities have expanded the role of the Finance Department to an Administrative Services function encompassing other general administrative functions such as human resources which has responsibility for personnel matters affecting all city departments. Such is the case in Sebastopol.

The Finance Department has 4 Full Time Employees (FTEs): (1) Finance Director, (1) Accounting Supervisor, (1) Account Clerk and (1) Office Assistant position. Over the last few years, the Finance Director has made the meritorious contributions not only in the Finance Department, but citywide as well. This position has been instrumental to the improvement of the City’s fiscal stability, as well as the advancement in modern technology by taking on the additional role of the IT System Contract Management to include transition of a new computer system that allows all City departments (excluding the Police Department at this time) to communicate with more ease with compatible software; initial transition to new software program for Capital Improvement Projects; Purchase Orders; an Employee Self Service System that allows employees to access personal documents such as pay stubs, W-2s, vacation

requests, etc., as well as a new financial software for Water/Sewer Utility and Business Licenses that allows our customers to pay their bills on line. These upgrades were instrumental to transition the city from a 30 plus year old MOM system to an infrastructure that functions in the 21st Century and protects the City's financial history. Although she was hired as a Finance Director, not only has this person taken on the IT responsibilities, but she has also taken on the day to day Human Resource functions, while managing the Human Resources contract to an outside consultant to handle more complex personnel cases.

In January 2015, the Finance Director was hired to manage day to day duties in the Finance Department to include:

- Preparing and improving the budget process for the City year after year
- Managing the preparation and completion of the City's independent, year-end audit
- Preparation and Submittal of Comprehensive Annual Financial Report (CAFR) external financial reports, and internal management reports
- Responsibility for ensuring that the City's accounting and financial records are maintained and reported in accordance with professional and legal standards
- Responsible for the City's currency, including cashiering functions, portfolio investments, debt financing and banking service agreements
- Established fiscal stability and exercising fiduciary responsibility by closely monitoring and working with departments on expenditures
- Water/Sewer Billing
- Business License Billing
- Payroll
- Accounts Payable/Receivable

Due to these successful efforts, the City has earned the first Distinguished Budget Presentation Award and continues to receive such accolades.

However, as discussed above this position has taken on the additional responsibilities such as:

- Planning, managing and executing special projects such as:
 - Update of the Comprehensive Master Personnel Resolution (HR Responsibilities)
 - Implementation of City-wide software technology/contract management for information technology consultant/Work with consultant to ensure security of data, network access and backup systems
 - Implementation of on-line bill pay for utility billing and business licenses
- Human Resources duties:
 - Oversees human resource policies and practices with respect to recruiting, compensation, benefits, performance evaluations, career development, and employee performance feedback in consultation with personnel consultant
 - Team member of the bargaining unit negotiations
- Responsible for management of property, liability, worker's compensation, and other risk programs
- Has developed solutions to improve current business processes and make them more efficient; established and maintains effective internal controls for finance, human resources and grants administration
- Identifies and seizes opportunities to improve fiscal and operational performance of the departments

The Finance Director position has evolved substantially over the past couple of years to the point where duties and responsibilities have increased as such to overlap with those of an Administrative Services Director position.

Having demonstrated institutional leadership to carry the Finance Department through a long transition period facing an uphill battle with personnel issues, lack of staffing, resistance to change and push back from other departments, the Finance Director has proven the professional abilities, skill sets, and exceptional work ethic to lead the department through difficult operational needs not just as a Finance Director, but with the additional duties as an Administrative Services Director. She continues to attend training, conferences, and seminars to stay current with educational development and to stay current on all rules and regulations necessary for the finance department to ensure the City is following all regulations and requirements.

RECOMMENDATION:

That the Mayor and City Council approve the Job Description - Administrative Services Director.

Attachments:

Job Description

**City of Sebastopol
Job Description**

Job Title: Administrative Services Director
Division: Management
Department: Finance Department
Location: City Hall
Shift: As Required
Reports To: City Manager
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: _____
FLSA Status: Exempt

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.

SUMMARY

Under administrative direction, plans, organizes, manages, directs, and reviews the operations and services of the Finance Department which includes financial reporting, auditing, general accounting, payroll processing, employee benefits, budget preparation, revenue management, debt administration, information systems, human resources and risk management, utility billing,, and business licenses; 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 Administrative Services Director is a Department Head level class which oversees all functions and operations of the Finance Department and is responsible for developing, implementing, reviewing, interpreting, and coordinating policies in the administration of a diversified accounting, investment, human resources, and information services operation.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Incumbents in this class are expected to exercise a wide variety of independent decision-making within legal and general policy and regulatory guidelines. Exercises direct and indirect supervision of Finance Department staff in accordance with the organization's policies and applicable laws.

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

- Responsible for all Finance Department activities and services, including activities associated with treasury, general accounting, auditing, purchasing, payroll processing, utility billing, business licenses, grant administration, fixed assets and city-wide information systems
- Coordinates the City's investment portfolio as authorized
- Coordinates activities with other City officials, departments, outside agencies, organizations and the public
- Represents the City in professional and community meetings; stays current on issues relative to the

field of finance, portfolio 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

- Plans, directs, coordinates and participates in 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
- Oversees the selection, training and evaluation programs for all Finance Department personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; oversees 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
- Directs and participates in all financial management and information system activities; manages and coordinates the City's investment portfolio maximizing income and safety through the application of daily and long range investment policies; administers bond programs and secures tax-exempt and other types of financing; coordinates, reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy and compliance with appropriate laws, ordinances and regulations
- Coordinates the City-wide budget process; discusses and resolves budget issues with appropriate City staff; implements adjustments as necessary
- Prepares, manages, and coordinates the development of the Finance Department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures
- 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
- Attends and participates in subcommittee meetings
- Stays current on issues relative to the field of finance, portfolio management, human resources, 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
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance or a closely related field; and four (4) years of progressively responsible experience in a professional, administrative, fiscal, or human resources staff position, or related experience and/or training, including at least one (1) year of experience supervising professional, administrative or technical staff or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, elected officials, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or City Council.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Driver's license is required for this position.

OTHER QUALIFICATIONS

The ability to learn and administer the City's computer software for financial record keeping and reporting is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate with brief periods of loud noise.