

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

**ADMINISTRATIVE SERVICES DIRECTOR
MARCH 2019**

DEFINITION

Under administrative direction, plans, organizes, performs, and directs the activities of the Administrative Services Department, including Human Resources and City Clerk functions; provides high-level support for the City Manager and Deputy City Managers; and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Services Director is an executive management position requiring significant administrative, analytical, and technical skills and knowledge.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the City Manager. Supervises and manages professional, paraprofessional, technical, and clerical staff in the Administrative Services Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Plans, organizes, directs, controls and participates in the work of the Administrative Services Department including Human Resources and the City Clerk's Office; establishes, develops, and oversees compliance with organizational policies, procedures, rules and regulations, and operating procedures;
- Supervises, manages, and evaluates the work of assigned staff; selects, trains, evaluates, and motivates staff; provides/coordinates staff training;
- Participates in the development of the department budget(s); analyzes department budget estimates, expenditures, and fund balances; recommends budget transfers and makes requests for additional appropriations as may be required;
- Directs, conducts, and prepares organizational and operational studies and reports on a variety of topics and issues related to the City's administrative functions, including human resources and City Clerk functions; recommends modifications to both department and City policies and procedures; develops City Council reports and resolutions affecting the work;
- Coordinates Administrative Services Department activities with those of other departments as well as outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports;
- Coordinates, updates, and maintains the City's classification and compensation plan; establishes and maintains class specifications and salary ranges for positions; coordinates and conducts wage and benefit surveys; analyzes, evaluates, and makes recommendations of proposed job reclassifications;
- Administers the City's labor and employee relations, recruitment, and selection programs;
- Manages employee disciplinary policies and procedures; assists staff and management with disciplinary issues and actions; administers grievance process and participates in hearings; responds to complaints of discrimination and harassment from employees and/or regulatory agencies;

- Monitors and analyzes proposed legislation to determine impact on human resources, City Clerk, or other administrative operations and programs; researches, compiles, and analyzes information from various sources on a variety of administrative topics; prepares comprehensive technical records, reports, and summaries; presents and interprets data, identifies alternatives, and makes and justifies recommendations;
- Serves as a liaison with employees, public and private organizations, community groups, and other organizations; provides information and assistance regarding human resources, City Clerk, and other administrative programs and services; receives and responds to complaints and questions; reviews problems and recommends corrective actions;
- Resolves sensitive, significant, and controversial issues; provides advice and assistance to management staff;
- Represents City at meetings; attends and participates in professional meetings and conferences to stay updated on new and ongoing trends in relation to the work; confers with local, State, and Federal agencies, civic groups, and professional organizations in the course of the work; participates on a variety of committees and task forces; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles, practices, and techniques of Human Resources, personnel management, supervision, and employee development; principles, practices, problems, and methods of public administration; principles and practices of collective bargaining and labor relations; wage and salary administration; benefits administration and project management; principles and practices of budget preparation and administration; principles and practices of supervision, training, and performance evaluation; applicable Federal, State, and local laws, rules, and regulations associated with the work; applicable computer systems, software, and equipment associated with the work.

Ability to: Read, interpret, and implement provisions of applicable rules, regulation, policies, procedures and laws; develop, implement, and administer goals, objectives, policies, and procedures; plan, organize, direct, evaluate, and coordinate the work of professional and technical personnel; select, supervise, train, and evaluate staff; organize and prioritize work tasks; analyze problems, identify alternative solutions and potential consequences of proposed actions, and implement recommendations in support of department and City goals; research, analyze, and evaluate problems and identify effective solutions; prepare and administer complex budgets; allocate limited resources in a cost-effective manner; communicate clearly, concisely, and accurately, both orally and in writing; develop and deliver effective public presentations; establish and maintain effective working relations with those contacted in the course of work, including appointed and elected officials; work well with staff and other department heads; attend meetings related to the job both during and after work hours as may be required; operate modern office equipment, including computer equipment and software.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Education equivalent to a Bachelor's degree in business administration, public administration, human resources, or a closely related field.

Experience: Five (5) years of increasingly responsible professional experience in Human Resources or a closely related field with at least two (2) years of experience in a lead or supervisory position.

Licenses: Possession of a valid California Class C driver's license.

SPECIAL REQUIREMENTS

Ability to sit, stand, walk, stoop, crouch; communicate clearly and effectively with others; mental alertness and comprehension to learn and retain required technical information, terminology, equipment, and guidelines related to the work; make oral presentations in a variety of settings including City Council meetings, City Committee meetings, labor negotiations, meetings with the public and professional organizations; work in a standard office environment; ability to travel to different sites and locations; ability to meet during non-regular office hours including evenings.