

**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.