

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Director of Administrative Services	Job Code: 1115
Date: November 7, 2017	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is executive direction and administration over the various divisions in the Administrative Services Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Chief Administrative Officer and performs all duties under administrative direction. This work is distinguished by its overall administrative responsibility for the divisions of Facilities, Finance, Human Resources, Information Systems, and Justice Court.

ESSENTIAL DUTIES: Direct the employees and work of the Administrative Services Department by establishing and implementing procedures in compliance with applicable laws, rules, regulations, and within policy guidelines of the Administration; ensure division directors, managers, and supervisors meet production goals and deadlines; hold regular staff and coordination meetings to ensure department objectives are met; ensure appropriate documentation of department activities; prepare the departmental budget and monitor and approve departmental purchase orders and expenditures.

Provide oversight and executive direction to the following functions: Facilities, with responsibility to coordinate the maintenance, development, construction, and security of City facilities; Finance, with responsibility to plan, organize, and direct City-wide fiscal affairs and monitoring of the City budget; Human Resources, with responsibility to oversee the development and implementation of comprehensive employee programs; Information Systems, with responsibility to direct the design, programming, security, and implementation of new and existing computer systems and networks; Justice Court, with responsibility to oversee the activities, operations, and direction of the City Justice Court.

Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; ensure staff is trained in responsibilities; review various work records and report from the staff and ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel concerns; conduct performance evaluations on department management staff and enact rewards and discipline if needed; make staffing decisions within the department including the hiring and firing of personnel; represent the department in various meetings and on multiple boards; perform other related duties as required.

MINIMUM REQUIREMENTS: Master's degree in Public or Business Administration, Accounting, Finance, or related field and seven (7) years of responsible professional and/or management experience in a closely related field, three (3) years of which must be at a supervisory or administrative level **OR** an equivalent combination of education, training, and/or experience [substituting each one year (1) of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid lawful Driver's License is required. CPA registration desirable.

SELECTION FACTORS: *Knowledge of:* typical municipal organization and functions; related laws, codes, rules, and regulations as established by both the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB) as they apply to the City; the City's budgetary and accounting processes; practices and principles of human resources administration and management, including basic understanding of applicable Federal and State employment laws; basic practices, procedures, and jurisdictional requirements of the City Justice Court; modern supervisory and managerial practices; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* detecting and analyzing financial internal control issues and formulating effective solutions; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; conducting confidential investigations and in handling sensitive issues; basic computer operations and networking principles; practicing trust-building behaviors. *Ability to:* plan, organize, and direct major staff functions; develop, submit, and administer a large departmental budget; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgement while evaluating situations and in making determinations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively both verbally and in writing; formulate and administer policies and procedures for Administrative Services divisions.

TOOLS AND EQUIPMENT USED: Computer, basic office machines/equipment, vehicle, basic software and word processing programs, various software programs specific to the divisions of Administrative Services.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods while maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards. Position may, however, include exposure to high stress situations or environments, including contact with the public and/or employees in confrontational or emotionally charged circumstances.



 Mayor/Chief Administrative Officer

11/07/2017

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.