

DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

To plan, organize, direct and review centralized administrative support functions which may include, but are not limited, to the following: finance, budget analysis, accounting, investing, utility billing, revenue collection and licensing, data processing, telecommunications, general services, purchasing, central stores, duplicating and mail services, and facilities maintenance and to advise the Town Manager on issues related to financing, budget and other administrative functions.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Town Manager; responsibilities include direct supervision of the division managers responsible for major administrative functions; indirect supervision is provided to departmental professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

Each employee in this classification may not perform all of the duties listed below. Depending upon assignment, duties may include, but are not limited to the following:

Develop and implement goals, objectives, policies and priorities; plan, organize, direct and control various administrative activities of the Town, including the accounting, investing, utility billing, revenue collections, licensing, data processing, telecommunications, purchasing, central stores, duplicating and mail services, and facilities maintenance functions; plan and administer the long-range activities involving the Town's investment portfolio, determining the types of investments to purchase or to sell; plan, organize and direct the preparation, implementation and control of the Town's annual operating and capital improvement budget; forecast Town revenues, expenditures and year-end balances; review, evaluate and recommend improvements to the Town's administrative and financial internal control systems and procedures and ensure audit compliance; coordinate debt financing with bond counsel and with the investment community; direct the design, implementation and control of automated financial systems; prepare and present financial and administrative reports and resolutions to the Town Council; represent the Town Manager before citizens, elected officials, committees and boards on financial and administrative matters; review, approve and present the Department's annual budget to the Town Manager and Town Council; provide financial information and assistance to Town departments; direct the preparation of financial reports and analyses as required by law or as requested by the Town Manager and Town Council; perform related duties as assigned.

QUALIFICATIONS

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years, including five years of progressively responsible administrative experience which includes financial work, including considerable supervisory experience;

Education:

Equivalent to an advanced degree from an accredited college or university with major course work in business administration or accounting.

Knowledge of: Principles and methods of administration, particularly in the areas of finance accounting, investments, budgeting, auditing, data processing and debt financing; modern office practices, procedures, methods and equipment; laws regulating the administration of Town government; modern principles and practices of purchasing, stores and facilities management; budget preparation, program analyses, cash flow analysis and revenue forecasting; principles and practices of organization, administration and personnel management.

Ability to: Develop and install sound systems and procedures; prepare complex reports and analyses; make presentations of complex and difficult issues to the public; supervise, train and evaluate professional, technical and clerical staff.