



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **ADMINISTRATIVE SERVICES DIRECTOR/
CITY TREASURER**

STATUS: **EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision of the City Manager, the Administrative Services Director/City Treasurer (“Director”) plans, organizes, directs, coordinates, manages, and oversees the operations and activities of the Administrative Services Department (“Department”) including, but not limited to, the following service areas: finance, accounting, purchasing, payroll, human resources, information technology, risk management, and the City Clerk’s Office. The Director also serves as the City Treasurer, provides complex professional support to the City Manager, and serves on the City’s Executive Management Team.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Plan, organize, direct, coordinate, manage, and oversee Department operations and activities, including finance, accounting, purchasing, payroll, human resources, information technology, risk management, and the City Clerk’s Office.
- Develop, administer, implement, and monitor Department budgets and work plans, including continuously monitoring and responding to changing conditions.
- Ensure that Department operations and activities are implemented in accordance with established goals, objectives, budgets, work plans, regulations, and policies.
- Ensure compliance with generally accepted standards, pronouncements, and other authoritative guidance [(e.g., Generally Accepted Accounting Principles, Office of Management and Budget regulations, and Governmental Accounting Standards Board statements and guidance)]; local, state, and federal laws; and, regulations that apply to assigned duties, as well as with applicable City policies, contractual

agreements, grant agreements, deadlines, and other obligations.

- Review, evaluate, identify, and recommend improvements to administrative and internal control-related systems, policies, and procedures, including improvements to ensure compliance with and responsiveness to audit findings.
- Coordinate and report on audit processes, including the annual independent audit and special or supplemental audits conducted internally or by external parties.
- Coordinate budget processes, including preparing and monitoring revenue and expenditure estimates and forecasts; analyzing trends; collaborating with other departments and external parties; compiling, evaluating, and verifying budget requests; and, preparing necessary information, data, narrative, and analysis.
- Perform technical and professional-level finance, accounting, purchasing, and payroll duties to support or relieve subordinate employees or meet Department demands.
- Administer human resources functions, including job classification, compensation, recruitment, testing, screening, extension of offer, and evaluation activities.
- Conduct investigations with respect to employee performance matters.
- Manage and evaluate employee benefit and compensation programs.
- Identify and implement occupational health and safety programs.
- Coordinate with information technology providers and other parties to ensure the operation and security of computers, servers, telephones, and related equipment.
- Act as the primary liaison with the California Joint Powers Insurance Authority, claims administrator(s), and workers compensation carrier(s).
- Ensure that public records requests, discovery requests, subpoenas, and similar requests for information are responded to in an accurate and timely manner.
- Negotiate, develop, and administer contractual agreements with public and private parties, including participation in and implementation of solicitation processes.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Provide responsible and complex professional support to the City Manager and City staff on issues and matters related to Department operations and activities.
- Serve as a staff liaison to one or more City committees, including developing

agendas, facilitating meetings, making presentations, and preparing minutes.

- Represent the City and Department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending Department operations and activities.
- Select, train, supervise, and regularly evaluate Department employees, including implementing discipline and termination proceedings when necessary.
- Coordinate community outreach, education, and volunteer programs, including planning events and selecting, training, and supervising volunteers.
- Maintain knowledge of current laws, potential legislation, best practices, trends, innovations, and technology related to Department operations and activities.
- Identify, recommend, and implement improvements related to the efficiency and effectiveness of Department operations and activities (e.g., policies, procedures, regulations, organizational structures, resource allocations, and service levels).
- Identify, recommend, pursue, and implement innovative methods of funding and implementing Department operations and activities (e.g., grants, contracts, public-private partnerships, community participation, and technological integration)
- Serve as a member of the Executive Management Team that oversees the day-to-day operations and activities of the City and provides strategic leadership.
- Serve as the Chief Financial Officer of the Laguna Woods Civic Support Fund, a nonprofit public benefit corporation, in a manner consistent with the Laguna Woods Civic Support Fund's bylaws and governing documents.
- Provide support and relief coverage for City and Department employees.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Modern accounting procedures, methods, and equipment.
- Local government investment and treasury functions.

- Principles of local government finance, accounting, payroll, audits, and budgeting including relevant standards, laws, and regulations.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply generally accepted accounting principles and other standards, laws, regulations, and polices to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.

- Understand, calculate, and interpret percentages, fractions, ratios, and statistics.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a similar subject, and five years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a Master's degree; prior experience in a supervisory or senior-level municipal finance or accounting position; and, certification as a California Municipal Treasurer or Certified Public Accountant is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Most activities are performed sitting at a desk in a sedentary manner. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Employees are periodically required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings, events, and banking).

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's accounting, cashiering, and records software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position’s essential functions.

Additional laws, rules, and regulations apply to this position.