



## JOB DESCRIPTION

### Deputy City Manager Administrative Services

Date Prepared: March, 2017

**SUMMARY:** Under administrative direction, plans, organizes, coordinates and directs the Administrative Services Department; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, organize, coordinate and direct subordinate staff in the operations of Finance, Purchasing, Treasury, Information Technology and Human Resources.
- Advise and provide assistance to the City Manager, Department Heads, other City staff, and the public regarding Administrative Services.
- Conduct studies and analysis of special projects and the preparation and review of a broad range of reports; provide assistance in the implementation of project recommendations.
- Recommend policies and approve the implementation of procedures.
- Ensure activities are conducted in accordance with related laws, ordinances, rules, and regulations.
- Administer treasury functions for the City in conjunction with the Chief Financial Officer.
- Develop and establish work methods and standards.
- Participate in discipline procedures.
- Conduct regular staff meetings.
- Conduct employee performance evaluations.
- Oversee and provide direction for the preparation of annual financial statements, and the annual operating budget.
- Prepare, analyze, and present reports to City Council, City Manager, and department heads.
- Investigate, resolve, address and/or respond to issues, complaints or inquiries from external entities or within the City.
- May represent the City Manager at meetings and/or act in the capacity of the City Manager in his/her absence when so assigned.
- Maintain confidentiality of work-related issues and City information.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Bachelor's degree in Public or Business Administration, Accounting or a related field AND five years of progressively responsible administrative experience which involve accounting, finance, information technology, and human resources functions. A Master's degree or Certified Public Accountant (CPA) license is highly desirable.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of human resource administration.
- Principles and practices of project management.
- Principles and practices of strategic planning.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgments.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, external auditors, external public and private agencies and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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City Manager Approval

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Date

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Personnel Officer Approval

\_\_\_\_\_  
Date