

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Director of Administrative Services
ALLOCATION: Administrative Services Department
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: Circa 2000
REVISED: October 2007

JOB SUMMARY:

Under broad managerial supervision, provides overall direction of the Administrative Services Department within the guidelines set up by the County Administrator; determines and formulates departmental policies and procedures; plans, directs, or coordinates County-wide operational activities including purchasing and contract coordination, capital improvements, fleet management, facilities management, information systems services, custodial services, and print shop services; provides administrative oversight for the County's airport; coordinates with management officials and other County departments and governmental agencies to manage and accomplish the complex and varied functions of the department while furthering the County's goals and objectives; and performs other duties as assigned.

Director of Administrative Services is an executive administrator level classification. This classification serves as the County Purchasing Agent.

CLASS CHARACTERISTICS:

This is an "at-will" classification appointed by and working at the direction of the County Administrator (CAO).

EXAMPLES OF DUTIES:

Essential:

- Directs, plans, and implements goals, objectives, policies, procedures, and work standards for the department; develops and implements policy and procedural changes as required; drafts changes to County ordinances, regulations and procedures for approval.
- Directs and coordinates the department's financial and budgetary activities in order to fund operations, maximize investments, and increase efficiency; directs the preparation and administration of the department's budget for approval, including those for funding and implementation of programs.
- Analyzes operations to evaluate performance of the department and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy changes; prioritizes and allocates available resources; reviews and evaluates program and service delivery; makes recommendations for improvements and ensures maximum effective service provisions.
- Directs the County purchasing activities and reviews contract and procurement practices for compliance with the County Purchasing and Contract Policy Manual and public law; solicits, analyzes, and negotiates contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities; prepares and directs the public auction of surplus real property and the appropriate disposition of surplus personal property.
- Plans, develops, and directs a comprehensive, multi-year capital improvement plan; acts as project administrator on major capital projects; assists the County Administrator, Treasurer-Tax Collector and County Auditor with capital financing analyses.
- Confers with the County Administrator, members of the Board of Supervisors, management officials, and staff members to discuss issues, coordinate activities, and resolve problems; represents the County to members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups, as well as, to the public.
- Administers all activities related to the maintenance and repair of County buildings and grounds, including custodial services.
- Plans, develops, and directs a comprehensive long-term plan for automated systems needs for the County, including the computer/information systems applications, network and security, geographic information systems, and communications functions.
- Administers the County's printing, purchasing support and related central services activities.
- Provides administrative oversight and supervision to the County's Airport Manager.
- Plans, assigns, reviews, and evaluates the activities of professional, technical, and office support staff, directly or through subordinate managers; directs the selection of staff; provides training and professional development; interprets regulations and County policies and procedures to departmental employees; ensures effective morale, productivity and discipline of departmental employees.
- Monitors and interprets changes in laws and regulations related to the various general/administrative services functions and evaluates the impact to County activities; conducts analytical studies, including developing and reviewing reports of

findings, alternatives and recommendations; presents reports concerning activities, expenses, budgets, government statutes and rulings, and other items affecting the Administrative Services Department and its programs.

- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials; directs and oversees the maintenance of accurate files and records.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer and peripherals in the course of the work.
- May be required to drive a County or personal motor vehicle.

EMPLOYMENT STANDARDS:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources. This includes goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.
- Economic and accounting principles and practices and the analysis and reporting of financial data.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Laws, legal codes, government regulations, County and departmental operations, terminology, rules, policy and procedure related to the work.
- Methods and techniques of project management, development and review.
- Principles of public agency purchasing and contract administration.
- Principles and practices of facilities management, including space allocation, purchasing, leasing, security and accessibility compliance.
- Principles and practices of real property acquisition, including space planning and purchasing/leasing.
- Principles and practices of public administration as it relates to the development and management of computer systems operation, communications, network, and applications systems.
- Relevant equipment, policies, procedures, and strategies to promote effective emergency disaster response for the protection of the people, data, property, and institutions.
- Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective distribution of goods.
- Principles and practices of the operation of a general aviation airport.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Arithmetic, algebra, geometry, statistics, and their applications.
- Administrative procedures and systems, managing files and records, and other office procedures and terminology.

Skill in:

- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Determining how money will be spent to get the work done, and accounting for these expenditures.
- Adjusting actions in relation to others' actions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. This includes using initiative and independent judgment within general policy guidelines.
- Bringing others together and trying to reconcile differences.
- Using tact, discretion, and prudence in working with others.
- Monitoring and assessing the performance of one's self, other individuals, or programs to make improvements or take corrective action.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Talking to others to convey information effectively.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do the requisite work.
- Motivating, developing, and directing people as they work, identifying the best people and resources for the job.
- Managing one's own time and the time of others.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Using mathematics to solve problems.

Ability to:

- Employ non-competitive, active listening skills.

- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Apply general rules to specific problems to produce answers that make sense.
- Reason both deductively and inductively.
- Develop creative problem-solving strategies.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Recognize something is wrong or is likely to go wrong.
- Maintain composure in difficult situations.
- Read, understand and effectively evaluate information and ideas presented in writing and verbally.
- Observe, receive and obtain information from all relevant sources.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- The ability to attend meetings and functions outside of normal business hours.

MINIMUM: Bachelor's Degree from an accredited college or university in Business Administration, Economics, Public Administration or a field related to the work and six years of supervisory or management experience related to the work.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the above minimum, possession of an advanced degree in a related field and additional years of progressively responsible experience in administrative or general services with at least two (2) years of project management experience.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Robert Bendorf
Date:

Personnel Approval: Cindy Clark
Date:

Signature: _____

Signature: _____