

CITY OF SANTA ANA
JOB DESCRIPTION

JOB TITLE

Administrative Services Manager (MM)

JOB CODE

00190

DEPARTMENT

Public Works Agency
Community Development Agency

Finance and Management
Services

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Public Works

Executive Director, Community
Development

Executive Director, Finance and
Management Services

JOB SUMMARY

Under general administrative direction, performs responsible, professional, administrative and managerial work in planning, organizing, and directing the activities of an Administrative Services Division.

TASK #

DESCRIPTION

PERCENT

- 1 Develops long range plans for divisional program areas. Plans, organizes, directs and control activities of the Administrative Services Division; e.g., financial/training services, office support services and management information services.
- 2 Prepares and reviews Council Agenda reports, makes presentations to the City Council, responds to councilmember's questions.
- 3 Develops and administers operating budget for the Division or the Agency.
- 4 Provides management of financial systems supporting financial transactions and resolution of financial problems.

- 5 Supervises management information systems support to the Agency or Division, including microcomputer support, records and archives, and development/maintenance of a variety of databases.
- 6 Develops and implements organizational development programs, agency training programs and coordinates Agency personnel related issues, which may include payroll.
- 7 Administers agency specific programs, e.g., enterprise (field) programs, such as street lighting or solid waste management or Purchasing and Central Services or Community Development block grant program.
- 8 Oversees clerical support to the Agency or Division, establishes methods, procedures and standards for office services.
- 9 May provide facility management of leased office space.
- 10 Performs other administrative duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in political science, business or public administration, finance, economics or related field; a Master's degree is desirable. Five years of professional, public sector experience in budgeting, management information systems, organizational development, and project management, including two years of supervisory responsibility or any equivalent combination of experience and education which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: public administration, principles and practices, public finance, purchasing and budgeting; functions and procedures of local government; principles of supervision and public personnel practices; microcomputer applications and management information systems.

Ability to: prepare, monitor and administer complex budgets; plan and direct the efforts of a number of professional and paraprofessional employees at multiple work sites; analyze information and make recommendations; prepare clear, concise and effective written communications for management, City Council and citizens; establish effective working relationships with subordinates, management staff, councilmembers and citizens; train technical staff in administrative skills; work effectively under pressure and appropriately balance multiple competing priorities.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer can manage and organize a complex workload in a demanding environment. This self-starter can motivate staff, coalesce diverse interests, and complete assigned projects in a timely manner. This strong leader has a customer service orientation and can effectively respond to City Council, the Executive Director, user divisions and the general public.