



City of Commerce

DIRECTOR OF ADMINISTRATIVE SERVICES AND CITY CLERK

Department: **Administrative Services**

Class Code: **1014**

Revised Date: **March 2017**

FLSA Status: **Exempt**

GENERAL PURPOSE: Under the general administrative direction, plans, directs, manages and oversees the activities and operations of the Administrative Services Department including the Administration, Customer Service, Council Support Services, City Clerk Division, Cable Division, Public Information Division; serves as the City Clerk; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups' provides highly responsible and complex professional assistance to the City Administrator in areas of expertise.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assume full management responsibility for all department services and activities including planning, organizing and directing all internal support functions for all of the divisions within the Administrative Services Department; recommend and implement policies and procedures.
- Manage the development and implementation of department goals, objectives, policies and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct, and coordinate the Administrative Services department's work plan; assigned projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Oversee and participate in development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, material and supplies; approve expenditures, and implement budgetary adjustments as appropriate and necessary;
- Explain, justify and defend departmental programs policies and activates; negotiate and resolve sensitive and controversial issues.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues.
- Represent the Administrative Services Department to other department, elected official and outside agencies; represent the City Administrator at a variety of community and official events and meetings.
- Assists the City Administrator with specific City Council items, in developing policy recommendations and long range programs for Council consideration, assists with special projects, and requests, relieves the City Administrator of routine administrative tasks. Completes special and ongoing projects and tasks as assigned by City Administrator and elected officials
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of administrative services and other services as they relate to the area of assignments.
- Monitors and reviews trends in municipal government issues, including legislation and recommends operations and policy improvements; implements policy and procedural changes as required. manages public relations and official communications
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Prepares, reviews, and presents staff reports, various management and informational updates, reports on special projects as assigned by the City Administrator.

- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as the City Clerk; oversees, and coordinates the functions and activities of the City Clerk Division including administration, election management, the legislative function, archiving of public records, public information, and filing officer services.
- Reviews, approves, compiles, prepares and distributes meeting agendas, public meeting information packets; directs the technical preparation, recordation and transcribing of proceedings during special and regular meetings and public hearings of the City Council, Boards and Commissions; attends meetings and assures completion of required follow-up on meeting action items.
- Directs the City records management program, and assures City records management program is in compliance with California statutes.
- Provides administrative support and special research functions for the City Council, Boards and Commissions, other government agencies and the general public.
- As designated, acts in the absence of the City Administrator.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Public Administration, Public Policy, Business Administration, or a related field; and five years of increasingly responsible experience, including supervisory experience, preferably in municipal administration. Desirable qualifications include a Master's Degree in Public Administration, Public Policy, or Business Administration. Any equivalent combination of education and experience sufficient or successfully perform the essential duties of the job listed above may be substituted on a year-to-year basis.

Required Licenses or Certifications:

- Must possess a valid California Driver's License. Registration as a Certified Municipal Clerk is preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, contract management, and employee supervision.
- Federal, state and City laws, statutes, and ordinances governing City operations and open meetings.
- Principles and practices of records retention, record keeping, and municipal contract administration.
- Municipal election process and regulations.
- City and department policies and procedures
- City ordinances, codes, policies, resolutions, and agreements.
- Legal, ethical and professional rules of conduct for public sector employees and elected officials.

Required Skill in:

- Analyzing complex administrative and operational data and issues, interpreting laws and regulations, evaluating alternatives, and implementing changes based on finding.
- Understanding and applying statutory standards and procedures, and applicable Federal rules and regulations.
- Assuming executive-level responsibilities and making appropriate decisions, while ensuring compliance with City goals and objectives.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Exercising controlled discretion and mediating difficult situations
- Creating a harmonious work environment that fosters teamwork, creativity, a spirit of service and high standard of ethics.
- Reviewing, correcting and maintaining complex and extensive records.
- Ensuring the City's compliance with all laws, regulations, and rules.
- Managing staff, and delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.

- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other City employees, public officials, government agency representatives, and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.