

# CITY OF HELENA



**Position Title:** Administrative Services Director

**Department:** Administrative Services      **Division:** Administration

**Grade:** 168

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The work performed by this position involves the leadership, coordination and oversight of the City of Helena Administrative Services Department. The position leads all finance, budget, and utility customer service activities for the City and provides highly responsible and complex administrative support to the City Manager.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Department Management and Administration**

The incumbent exercises full management responsibility for the Administrative Service Department which includes Budget and Studies, Accounting and Utility Accounting. This is successfully accomplished by developing and implementing goals, objectives, policies and priorities; establishing, within City policy, appropriate service and staffing levels; and communicating and coordinating department activities with other departments and outside agencies and organizations.

This position continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures throughout City operations in cooperation with other department heads; assesses workload, administrative support systems and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.

## **Budgeting and Finance Operations**

The incumbent exercises full management responsibility for the Budget and Studies Division, working with and through the Budget & Studies Manager; the Accounting Division which also includes all city debt issuance, working with and through the City Controller/Treasurer; and the Utility Customer Service Division, working with and through the Utility Customer Service Supervisor.

The position provides staff assistance to the City Manager and City Commission, including the preparation and presentation of reports, technical analyses, and other necessary correspondence.

The position conducts a variety of organizational studies, investigations, financial analyses, and operational studies as assigned by the City Manager in order to recommend City ordinances, programs, policies, and procedures as appropriate, including development and presentation of formal reports to the City Commission, City Manager, outside organizations, and other departments.

## **Personnel Management**

This position is responsible to ensure Administrative Services Department personnel are selected, trained, motivated, and evaluated. The position will provide or coordinate staff training; coach employees to correct deficiencies; implement discipline and termination procedures; and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the department's work plan; meet with management staff to identify and resolve issues; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

### **Internal and External Public Relations**

The position will represent the Administrative Services Department to other city departments, elected officials, and outside agencies. The incumbent will coordinate department activities with those of other City departments and outside agencies and organizations; provide staff assistance to the City Manager and City Commission; and prepare and present staff reports and other necessary correspondence. The position may participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the department.

The position represents the City's interests on or with various committees, boards, and groups as appointed, assigned and/or approved by City Manager.

### **Safety Administration**

The Administrative Services Director is responsible to abide by the City of Helena and department practices that have been established for specific job assignments and occupations. Furthermore, the position is required to ensure that all employees within the department are following all City safety standards and protocol. The position is expected to participate fully in safety training and suggest improvements in safety training requirements or programs to Human Resources Department or the safety committee.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Principles of supervision, management, motivation and leadership.
- Business and management principles involved in strategic planning, resource allocation and coordination of people and resources.
- Specialized theory, principles and procedures of accounting, auditing and financial management for government agencies.
- Principles, methods and practices of municipal financing, budgeting, accounting administration and development of internal controls.

#### **Skill or ability to:**

- Negotiate and resolve sensitive significant and controversial issues for the department and City.
- Prepare management studies for the most unique or sensitive concepts or operations of the City.
- Personally perform complex financial analysis and cost/benefit studies.
- Issuance, payment and monitoring all forms of city debt.
- Maintain a favorable and cooperative working relationship with all department heads and officials of City government, other organizations, and the public.
- Keep abreast of new and improved budget, performance measures, and other special reporting methods.
- Communicate effectively both orally and in writing.
- Maintain and apply thorough knowledge of: Federal, State, and local laws, codes and regulations; generally accepted principles, methods and practices of governmental finance; approved principles and standard practices of governmental budgeting; risk management and loss prevention; and, modern and complex principles and practices of program development and administration.
- Maintain a high degree of discretion and integrity when handling confidential data.
- Develop, recommend, and/or interpret policies to be implemented throughout the City operations.

### **Physical Demands:**

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a Bachelor's degree in accounting, business administration, public administration or related degree with an emphasis in governmental budgeting, finance and/or accounting from an accredited college or university. A Master's degree in a related area is preferred but not required. The position requires six years of progressively responsible experience with emphasis on public administration, governmental finance and budgeting and four years of management and supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Possession of or ability to obtain CPA or CPFO within one year.

**Supervision Received:**

Supervised by the City Manager.

**Supervision Exercised:**

Exercises direct and delegated supervision over management, supervisory, professional, technical, and clerical staff in the department. Responsible for all employees of the Administrative Services Department.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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