



TOWN OF YOUNTVILLE JOB DESCRIPTION

Administrative Services Director

DEFINITION

Under general administrative direction, plans, organizes, manages, and provides administrative oversight for all functions and activities of the Administrative Services Department including Finance, Human Resources and Risk Management. and serves as Finance Director as described by the Town of Yountville Municipal Code. Coordinates activities with other Town officials, departments, outside agencies, organizations, and the public. Provides complex staff support to the Town Council and Town Manager, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Director is responsible for establishing, interpreting, and carrying out overall Town and departmental policies and programs; is expected to independently perform the full scope of administrative, analytical, and management duties for the Administrative Services Department which is composed of the following divisions: Finance, Human Resources, and Risk Management. This classification is distinguished from the next higher-level classification of Town Manager in that the latter has overall responsibility for administering the Town's operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from the Town Manager and policy direction from the Town Council. Exercises direct and indirect supervision over professional, technical, and administrative support staff.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Manages the full scope of all Finance Division services and activities including treasury, ledgers, payroll, payables, receivables, utility billing, and purchasing.
- Manages the full scope of all Human Resources Division services and activities including recruitment, selection and placement, training and development, labor relations, contract negotiations and arbitration, personnel records maintenance, and the administration of the classification and compensation systems.

- Prepares financial reports and oversees annual independent audit of Town's financial transactions.
- Manages the development and implementation of Administrative Services Department goals, objectives, policies, and priorities for each assigned service area; establishes, within Town policy, appropriate service and staffing levels; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate level managers/staff, the Administrative Services Department's work plan, assigns projects, and programmatic areas of responsibility; reviews, and evaluates work methods, and procedures; meets with management staff to identify, and resolves problems.
- Assures compliance with Town policies, contracts, and ordinances, as well as Federal, State, and local Human Resources Management regulations.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Represents the Administrative Services Department to other Town departments, elected officials, and outside agencies.
- Selects, trains, motivates, and evaluate Administrative Services Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Manages and participates in the development and administration of the Administrative Services Department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates Administrative Services Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Town Manager and Town Council; prepares and presents staff reports and other correspondence.
- Participates in Town's financial activities; assumes significant responsibilities during the Town's annual budgetary process; provides a variety of financial reports for the Town Manager; prepares revenue estimates; maintains capital, and operational budget.
- Prepares for and assists in bargaining unit contract negotiations, grievances, and arbitration; administers the provisions of existing employee contracts and agreements; advises staff regarding provisions of contracts and agreements.
- Directs the administration of the classification and compensation plan; establishes job specifications and salary ranges for positions; initiates and conducts wage and benefit surveys; analyzes, evaluates, and makes recommendations on proposed job

classifications.

- Directs the recruitment, interviewing, testing, selection, and placement of all employees; establishes and administers the performance evaluation program; administers promotion, transfer, and separation procedures of employees.
- Oversees and administers employee disciplinary policies and procedures; provides assistance to staff on disciplinary issues and actions to be taken; administers formal grievance procedure; participates in hearings and assists management staff in preparing and processing responses to grievances.
- Directs the preparation of personnel and employment reports to Federal and State agencies and the Town Council.
- Directs the preparation and maintenance of personnel rules, records, reports, employee handbooks, orientation manuals, and other related documents and publications.
- Directs the Department's training and development program.
- Oversees administration of Risk Management programs and policies, including processing, coordination and record keeping of property damage, public liability, and worker's compensation claims; oversees the maintenance of all insurance and self-insurance policies; develops and implements risk management policies and procedures; serves as Town's representative to self-insurance joint powers authorities as required.
- Attends and participates in professional group meetings and stays abreast of new trends and innovations in the field of finance, human resources and risk management.
- Serves as the designated Town Treasurer with responsibility for investment of Town funds consistent with Town policies.
- In the absence of the Town Manager, may assume the responsibility of the Town Manager as needed.
- Assists with the Town's response to emergency situations as a part of the Town's Emergency Operations Center (EOC) staff.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of public administration, including organization, functions, and problems of municipal government
- Advanced principles of modern governmental accounting, public finance, and fiscal planning
- Advanced internal control procedures, management information systems
- Office automation, and computerized financial applications
- Payroll, and accounts payable functions

- Budgetary, accounting, and reporting systems, GAAFR, GAAP and GASB
- Advanced principles and practices of municipal budget preparation and administration
- Principles and practices of public sector Human Resources administration including recruitment, selection, classification, compensation, benefits administration, and employee and labor relations
- Principles and practices of wage and salary benefit administration, job analysis, labor negotiations, and conducting employee investigations
- Principles and practices of public sector risk management
- Methods of report preparation and presentation
- Principles and practices of program development and administration
- Principles and practices of strategic planning, organization, management, supervision, training, and performance evaluation
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government
- Advanced methods and techniques of research and statistical analysis
- Applicable federal, state, and local laws, codes, regulations, and statutes

Ability to:

- Provide effective leadership and coordinate the activities of assigned areas of responsibilities
- Develop and administer Town-wide and departmental goals, objectives, and procedures
- Analyze and define problems, identify, and evaluate alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Manage and direct a comprehensive public sector Human Resources management program
- Effectively administer Risk Management activities for the Town
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns, and needs
- Plan, organize, direct, and coordinate the work of assigned staff
- Delegate authority and responsibility
- Select, supervise, train, and evaluate staff
- Research, analyze, and evaluate new service delivery methods and techniques
- Oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency
- Develop, implement and maintain an effective and efficient employee recruitment, selection, and retention program; review and resolve employee grievances in accordance with labor agreements
- Administer contract services
- Negotiate and resolve complex issues
- Make effective public presentations
- Participate effectively in labor negotiations
- Interpret and present Town personnel programs and policies to employees and the public
- Prepare clear and concise administrative and financial reports
- Prepare and administer large and complex budgets

- Interpret and apply applicable Federal, State, and local policies, laws, and regulations; Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in finance, business or public administration, human resources management, or a closely related field. A master's degree in a related field is highly desirable.

Experience: Six years of increasingly responsible public administrative, financial management and operations, or human resources and labor relations experience, including two years of management and supervisory responsibility.

TOOLS AND EQUIPMENT USED

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office setting. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The noise level in the work environment is usually quiet to moderate but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: 
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Brad Raulston, Town Manager

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