



City of Greenfield

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

Job Title:	Assistant Director of Administrative Services
Department:	Finance/Administrative Services
Reports To:	City Manager
Employee Type:	Fulltime
FLSA Status:	Exempt
Effective Date:	7.01.2024

DEFINITION

Under the general direction of the City Manager (as the Administrative Services Director), the Assistant Director of Administrative Services serves as part of the management team of this department and assists with planning, directing, coordinating, and administering the functions of accounting, budgeting, financial audit, risk management, and a wide range of support services including revenue collection, payroll, utility billing, customer service, and other functional areas of the Finance, Risk and Human Resources departments.

ESSENTIAL FUNCTIONS:

Responsibilities may involve indirect supervision of any or all the above functions with primary emphasis on accounting, budgeting, financial audit, financial analysis, payroll, and risk management.

The Assistant Director plays a critical role in the management of accounting functions and preparation of the Annual Comprehensive Financial Report; development of City operating and capital budgets including preparing complex financial analyses, developing payroll projections, and providing support to labor negotiations, developing strategies to improve workflow and service delivery, and overseeing the internal service fund financial management and cost allocation.

The Assistant Director also plays a key role in evaluating the City's Enterprise Resource Planning (ERP) software system, including evaluation of the current and any future system, working with Finance staff in accounting, payroll, and information technology as well as Human Resources staff to ensure efficient implementation of all aspects of the system.



City of Greenfield

In addition, the Assistant Director prepares complex reports and presentations before the City Council and the public, represents the department in various meetings, resolves difficult and sensitive citizen inquiries and complaints, and serves as acting Director in the absence of the Director of Administrative Services.

MINIMUM QUALIFICATIONS

Knowledge of:

Current principles, practices and techniques of organization, administration, supervision, training, personnel management; principles of accounting and finance, including Generally Accepted Accounting Principles, governmental accounting, auditing, budgeting, financial management, revenue forecasting, risk management, automated financial information systems; and advanced applications of modern office software including Microsoft Excel, Word, and PowerPoint.

Ability to:

Prepare timely and accurate accounting and financial reports; analyze accounting systems and internal control procedures; recommend and implement changes for improvement; interpret, apply, and ensure compliance with Federal, State, GASB, and local policies, procedures, laws, and regulations; prepare computer spreadsheets, narrative reports and presentations; effectively supervise, train and coordinate the work of subordinate personnel; set goals and objectives for the work unit and ensure that they are carried out; develop performance criteria for the work unit and use the information collected to improve efficiency and effectiveness; interact positively with co-workers; deal tactfully, effectively and cooperatively with the public, elected officials and City employees; work independently and exercise sound judgment; interpret rules, policies and procedures; analyze problems, identify alternative solutions and implement recommendations in support of organizational goals; and communicate clearly and concisely, both orally and in writing.

Education:

Graduation from an accredited college or university with major coursework in Accounting, Finance, Public Administration or related fields. Additional certifications (e.g. Certified Public Accountant (CPA) or advanced degrees) are desirable.



City of Greenfield

Experience:

Six years of increasingly responsible experience in accounting and budgeting, including four years in a supervisory capacity; government experience preferred.

License: Possession of a valid Class C California Driver License.