

## CLASS SPECIFICATION

Yuba County

February 2007

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**CLASS TITLE:** Assistant Director of Administrative Services

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Assists in planning, organizing and administering all phases of a County-wide administrative services and purchasing program, which includes facility acquisition, equipment and supplies purchases, county wide information services, facilities management, capital improvements, purchasing/contract coordination, custodial services, and print shop services. Also assists the Director in the assigned role of OES Logistics Chief under the County's approved SEMS system; shares in providing administrative oversight for the County's airport, enterprise zone, and economic development grant administration; provides expert professional assistance to County management staff in areas of expertise and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This class assists in planning, overseeing, managing, and directing all activities of the Administrative Services Department. Responsibilities include coordination with management staff and other County departments and governmental agencies to manage and accomplish the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines.

### **EXAMPLES OF DUTIES:**

#### **Essential - May assist, or have direct responsibility**

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; directs the preparation and administration of the department's budget.
- Plans, organizes, administers, reviews and evaluates the activities of professional, technical, and office support staff, directly or through subordinate supervisors.
- Contributes to the overall quality of the department's service provision by developing, reviewing, recommending and implementing improved policies and procedures.
- Confers with and represents the County with members of the County Board of Supervisors, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Plans, develops and directs a comprehensive, multi-year capital improvement plan and acts as project administrator on major capital projects.
- Assists the County Administrator, Treasurer-Tax Collector and County Auditor with capital financing analyses.
- Administers all activities related to the maintenance and repair of County buildings and grounds, including custodial services.
- Plans, develops and directs a comprehensive long-term plan for automated systems needs for the County of Yuba, including centralized computer applications, personal computers, and telecommunications functions.
- Plans, develops, and directs the services needed by county staff and the community in disaster emergency situations as OES Logistics Chief.
- Manages, coordinates and directs the installation, operation and maintenance of telecommunications equipment and facilities; implements telecommunications projects to effectively utilize voice, video and data communications networks and services.

- Administers County printing, purchasing support and related central services activities.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvements and ensures maximum effective service provision.
- Directs the selection of staff and provides for their training and professional development; interprets regulations and County policies and procedures to employees; ensures effective morale, productivity and discipline of departmental staff.
- Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Monitors and interprets changes in laws and regulations related to the various general services functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes and implements after approval.

**Important:**

- May be required to drive a personal or County motor vehicle.

**QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of public administration and management of a multifaceted internal service local government agency; also facilities management, including space allocation, leasing, security and accessibility compliance.

Principles and practices of public administration related to the management of computer systems operation and support, local and wide area data communications and a variety of telecommunications systems.

Principles and practices of information technology development, printing and public purchasing, and emergency disaster response.

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.

Applicable laws, codes and regulations.

Record keeping and report preparation principles.

Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals, as well as public and private agencies and organizations.

Techniques for making effective public presentations.

**Skill in:**

Planning, organizing and administering a broad general services program.

Administering programs and staff directly and through subordinate supervision.

Developing and implementing goals, objectives, policies, procedures and work standards.

Providing for the training and professional development of staff.

Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.

Preparing clear and concise reports, correspondence and other written materials.

Maintaining or directing the maintenance of accurate records and files.

Using initiative and independent judgment within general policy guidelines.

Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Preparing and administering a department budget.

Analyzing, evaluating and modifying purchasing methods and procedures

**Ability/Physical Requirements:**

- Mobility to work in a typical office setting or emergency disaster facility, use standard office equipment, and to drive a motor vehicle in order to inspect various sites that may have restricted access and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Generally a typical office environment.
- Attend meetings and functions outside of normal working hours.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:** Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, Economics, Engineering, Computer Science or a related field and four (4) years of supervisory or management experience related to the work.

**Preferred:** In addition to the above minimum, possession of an advanced degree in a related field and additional years of progressively responsible experience in administrative or general services with at least two (2) years of project management experience.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**