



City of Casa Grande

### **Administrative Services Director**

**GENERAL PURPOSE:** Under administrative direction, performs complex management and technical duties as the Personnel Officer and Risk Management Officer, with responsibility for directing the City's administrative services programs.

#### **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.*

- Provides leadership, direction and guidance in Human Resources and Risk Management strategies and priorities; evaluates City's needs, and determines resource requirements, plans and goals; manages building maintenance functions.
- Assures the integrity of the administrative program's work products, processes and procedures; monitors technical processes and documents for accuracy, completeness, and compliance with Federal, state, and City policies and practices.
- Establishes priorities, and assures program objectives and standards are defined, attained and congruent with the overall goals of the City; identifies and analyzes risks, and recommends appropriate risk transfers, risk controls and risk financing strategies.
- Manages special projects; analyzes City operations; reviews and monitors status reports, and recommends appropriate actions and plan modifications.
- Directs the activities of assigned staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve problems.
- Assures effective communications with City executive management; interprets and explains Federal, state and county personnel rules and regulations; evaluates and analyzes policies and procedures, and recommends solutions; assures that policies and procedures are administered and interpreted in a fair and consistent manner;
- Serves as the principal advisor to the City on Human Resources and Risk Management issues; develops and directs strategies to meet City goals and objectives; determines scope and priorities of projects, and directs activities required to achieve defined goals.
- Monitors changes in state and Federal regulations and legislation; assures effective communication of issues; provides recommendations and solutions as needed.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Professional and supervisory staff.

## **JOB DESCRIPTION**

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#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelors Degree in Business Administration or Public Administration; and five (5) year's professional experience in municipal government, including three (3) years supervisory and management experience; OR an equivalent combination of education and experience.

##### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the legal, ethical and professional rules of conduct for municipal officers.
- Knowledge of County, state and Federal laws, statutes, rules, ordinances, codes and regulations governing Human Resources activities and functions.
- Knowledge of the principles and practices of personnel administration, confidential records management, organizational development, and employee relations.
- Knowledge of risk management and project management principles and techniques.
  
- Skill in reading, interpreting, understanding and applying personnel standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in effectively managing and leading staff, delegating tasks and authority, and creating a work environment that fosters teamwork and professionalism.
- Skill in analyzing complex issues, collecting information, and recommending methods, procedures and techniques for resolution of issues.
- Skill in managing multiple projects, and prioritizing multiple tasks and demands.
- Skill in controlling the confidentiality of human resources database, files and reports, according to the standards of the Privacy Act of 1974, {5 USC § 552A}.
- Skill in analyzing personnel and risk management issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in analyzing and interpreting technical documents, and preparing complex reports.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in effective communication, both verbal and written.

**Special Requirements:** None.

**Physical Demands / Work Environment:** Standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*