



Town of Danville

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Conducts and coordinates major Town-wide projects; oversees the Administrative Services Department, and other areas of service delivery including Community Outreach, Finance, Human Resources, Economic Development, Information Technology, Internal Services, Asset Replacement, and Community Events; makes recommendations for action and assists with development and implementation of policies and procedures; and serves as staff liaison to the Museum of the San Ramon Valley, National Park Service and other community groups.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Town Manager. General supervision is exercised over the Human Resources Manager, Economic Development Manager, Information Technology Manager, Public Information Officer, Administrative Services Coordinator, and Administrative Assistant for the Administrative Services department. May exercise supervision over additional professional, technical and/or support staff, as assigned by the Town Manager.

ESSENTIAL JOB DUTIES

Essential duties may include, but are not limited to the following:

- Oversee the functional areas of: budget preparation, revenue and expenditure tracking and forecasting, preparation of staff reports, and management of customer service for all areas in the Administrative Services Department.
- Manage Town-wide performance measurements and indicators.
- Develop, conduct, direct, coordinate and ensure successful completion of short and long-term projects and policy issues with Town-wide implications.
- Assume delegated authority from the Town Manager for directing and coordinating the resolution of various administrative and policy issues within and among various departments; conduct policy analysis.
- Provide oversight of the Community Outreach Program, including media relations, social media, website management, print publications, and community engagement activities.
- Provide oversight of the Town's Economic Development Program, including business attraction, business retention, workforce development; serves as a liaison with the Chamber of Commerce and business groups; and oversee the Business Concierge Program.
- Provide guidance and support of the Finance Division, including employee communication, policy implementation, and employee development; serves on the budget team.
- Provide oversight of the Information Technology Division, including desktop

systems, applications, network infrastructure, and telecommunications and data storage.

- Provide oversight of the Human Resources Division, including recruitment, employee development, benefit administration and safety; and serves as a representative on the Employee Engagement Committee.
- Conduct studies and surveys on complex and difficult administrative and operational matters; analyze data, evaluate alternatives, make recommendations, and prepare reports and findings.
- Make presentations before the Town Council; represent the Town Manager in meetings of government agencies, professional and community organizations, and the public.
- Assist the Town Manager in gathering data and information regarding operation of the Town; research and resolve issues or problems; prepare written and oral reports.
- Performs duties within OSHA standards.

OTHER JOB DUTIES

- Serve as a member of the Executive Team that maintains organizational focus on the Town's Vision and Mission; strategically seek to manage, lead and inspire; and to meet adaptive organizational challenges and manage change.
- Provide oversight of the Capital Improvement Program and downtown-related projects on an as-needed basis; may take on the role of project manager for one or more capital projects.

QUALIFICATIONS

Knowledge of:

- Principles of organization, administration, intergovernmental relations, policy analysis, human resources, public engagement, finance, information technology, library science, event planning, and economic development.
- Methods and techniques of research, statistical analysis, and report presentation.

Ability to:

- Communicate clearly and concisely, orally and in writing;
- Prepare clear and comprehensive written reports;
- Properly interpret and make decisions in accordance with laws, regulations and policies;
- Establish and maintain cooperative relationships with Town officials, employees, and the general public;
- Supervise, train and evaluate assigned staff; and
- Establish and maintain effective and cooperative relationships with various public groups and organizations.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required

knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) to five (5) years of municipal management experience; and an understanding of the functions listed above.

Education:

A Bachelor's degree in Public Administration or a related field. A Master's degree is desirable.

LICENSE(S) AND CERTIFICATION(S)

Possession of a valid California State Driver's License, or license in another state with the ability to obtain a California license within 30 days of hire.

Updated: June 2019