



Director of Administrative Services

Salary

Annually \$109,188 - \$132,720

Monthly \$9,099 - \$11,060

Biweekly \$4,199 - \$5,104

ABOUT US

Winters has a population of approximately 7,300 residents in three square miles and is located in the southwestern corner of Yolo County, just east of Lake Berryessa and the Blue Ridge Coastal Range. The broader Winters community includes unincorporated pristine farmland and rolling hills with orchards and vineyards. Residents love Winters for its friendly, small-town atmosphere, community events and easy access to outdoor activities, and its charming, historic downtown boasts one of the more vibrant downtowns in Northern California, including farm to table restaurants, wineries, breweries, coffee houses, and boutiques. Just thirty miles from Sacramento and an hour to the San Francisco Bay, Winters is perfectly situated in the countryside with convenient access to suburban and metropolitan areas.

POSITION

Under the general direction of the City Manager, this position directs, plans, organizes and supervises the City's financial operation, including accounting, accounts payable, purchasing, accounts receivable, tax and fee collection (business license, utility billing) and all cashiering related functions; information technology applications, systems, and network; and recreational activities in service to the community.

This is a single, department head level position. The incumbent reports to the City Manager and has responsibility for providing daily supervision to department staff. The Director of Administrative Services is an executive level classification responsible for all operational sections and program areas of the Administrative Services Department.

TYPICAL DUTIES & RESPONSIBILITIES

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

- Oversees and manages all fiscal-related services and activities including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business licensing, revenue collection, internal accounting controls, external audit coordination, and annual budget preparation and presentation.
- Compiles reports of revenue estimates; establishes accounts for proper budgetary control; makes special expenditure and cost analysis and prepares reports; to prepare reports of City financial conditions; and to plan and present long-range fiscal planning.
- Serves as City Treasurer and is responsible for the investment of City funds consistent with policies, standards, and Council direction.
- Oversees technology services, systems, hardware, and software application, which are provided by vendors, consultants, and contractors.
- Oversees the delivery of recreational programs to the community, including the Bobbi Greenwood swim center activities, seasonal sports teams and facility allocation, special events, park facility reservations, community center operations, senior center operations, and other community building/quality of life programming that may be assigned.
- Provides costing proposals and fiscal impact analysis related to labor relations matters and participates in negotiations with collective bargaining groups.
- Develops, maintains, and manages record-keeping for critical programs and projects related to department operations and services to other City units, consistent with approved retention schedules, and policies and procedures.
- Identifies, coordinates and provides coaching, mentoring and supervision for department staff; oversees consultants and project outcomes.

- Researches and prepares technical and administrative reports; prepares written correspondence; compiles reports of expenditures and revenues of previous fiscal years for comparative purposes; prepares a variety of financial statements and statistical reports for State and Federal agencies.
- Provides information to the public in answering questions concerning fiscal procedures and financial transactions; resolves complaints from the public concerning City fiscal affairs; provides technical assistance as necessary.
- Represents the department to outside agencies and organizations.
- Make presentations to various groups within the City, including City Council and agencies outside the City.
- Establishes and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

SUPERVISION RECEIVED & EXERCISED

- Received: general direction from the City Manager
- Exercised: direct supervision over professional, technical, administrative, and supervisory staff and consultants.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a government finance program
- Management skills to analyze programs, policies and operational needs
- Principles and practices of program development and administration
- Accounting principles, practices, and methods; governmental accounting and auditing principles
- Modern office practices, procedures and equipment
- Principles of supervision, training and performance evaluations
- State laws, local ordinances and resolutions affecting municipal operations
- Principals and techniques of data processing systems
- Principles of supervision, training, team building and performance evaluation
- Pertinent federal, state and local laws, codes and regulations

Ability to:

- Plan and direct the maintenance of the complete City financial records
- Analyze and interpret fiscal and accounting records and data
- Develop and implement accounting and record keeping procedures
- Prepare accurate financial and statistical reports
- Plan, organize, direct and coordinate the work of staff; select, supervise, train and evaluate staff; delegate authority and responsibility
- Lead and direct operations, services and activities of the department
- Develop and administer department goals, objectives and procedures
- Identify problems, develop solutions, and implement a plan of action
- Prepare and administer budgets
- Prepare clear and concise management reports; Conduct complex presentations using various media sources
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply 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 and Experience (Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying):

- Equivalent to a Bachelor's Degree from an accredited four-year college or university with major work in accounting, business, public administration, or a closely related field.
- Seven (7) years of increasingly responsible professional accounting or auditing experience, including at least three (3) years of supervisory experience or general administrative experience in public finance.

License or Certification

Upon hire, possession of a valid California Driver's license.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting, use standard office equipment and move between various office locations. Must be able to lift and carry office materials weighing up to 10 pounds; vision to read printed materials and on the computer; ability to hear and communicate verbally in person and over the telephone. Must be able to climb one flight of stairs regularly, to and from office.

The City of Winters is an Equal Opportunity Employer. In accordance with the Federal Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA), if accommodations are necessary to perform the essential functions of the position, or to participate in any portion of the selection process, please contact Human Resources at 530-795-4910 within three (3) calendar days of the final filing date for the recruitment.