



CITY OF OAKLAND

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Administrative Services Manager II

Class Code:
EM100Bargaining Unit: UM2 - Local 21 Management
Employees (Civil Service)

SALARY RANGE

\$64.81 - \$79.59 Hourly
 \$10,532.29 - \$12,932.73 Monthly
 \$126,387.48 - \$155,192.76 Annually

DEFINITION:

Under direction in departments, uses a full range of professional, managerial and supervisory skills to plan, direct and coordinate the oversight of one or several administrative areas that may include payroll, personnel, recruitment and selection, labor relations, workers compensation, public records requests, budget development and monitoring, fiscal operations, contract administration, record system maintenance and other administrative functions; provides administrative policy direction to executive management staff; may supervise and train assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Administrative Services Manager II is a management level classification. This class is distinguished from the higher level Deputy, Associate or Assistant Director in that incumbents of the latter coordinate the work of a division, unit or multiple divisions or units in a department.

Receives direction from the Director or Deputy, Associate or Assistant Director. Exercises direct or indirect supervision over professional, technical and clerical personnel.

EXAMPLES OF DUTIES:

- Perform short and long range planning and goal setting for one or more administrative service areas in departments; develop policies and procedures for departmental operations.
- Direct and participate in the development and interpretation of personnel policies, procedures, goals and objectives.
- Manage department fiscal operations including payroll, accounts payable and receivable, purchase orders, loan servicing and loan accounts, grant funds, and review and development of fiscal policies and procedures and handling of funds; analyze budget and revenue estimates.
- Perform personnel management of departmental recruitment and selection, classification, training, workers compensation, position control and employee transactions, employee and labor relations, personnel rules and regulations, and contract administration.

- Participate in the development and administration of the annual budget for the department; analyze departmental budget and revenue estimates for compliance with department goals and the City's budget policies.
- Consult and advise the department on disciplinary procedures; resolve employee grievances.
- Advise and train department staff regarding implementation of labor contracts.
- Track and maintain records of the authorized positions in the department.
- Prepare and analyze complex reports.
- Develop and implement computer systems and applications.
- May plan, direct, supervise and evaluate subordinate professional and para-professional staff in administrative, personnel, payroll or assigned program functions; complete performance appraisals; participate in the selection of new employees.
- Develop procedures and direct the administration of grant programs.
- Prepare and direct the preparation of City Council agenda materials and staff reports.
- Manage, plan and direct the DMV Pull Notice Program.
- Negotiate and administer contracts; sign liens and lien releases, and other documents.
- Direct record maintenance systems.
- Direct and participate in public information projects; respond to Public Records Requests.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Bachelor's degree from an accredited college or university in public or business administration, human resources, political science, finance, accounting, or a closely related field. A Master's degree is desirable.

Experience:

Five (5) years of experience performing progressively responsible and complex administrative and managerial duties. Two (2) years of supervisory experience is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of management, supervision and training.
- Administrative organization principles.
- Practices and methods of procurement and contract administration.
- Budget development and administration.
- Applications and implementation of computer systems.
- Municipal government and organization.
- Personnel policies and procedures including labor agreements.
- Principles and techniques necessary for persuasive presentation of ideas and concepts in both written and oral formats.
- English punctuation, syntax, language mechanics and spelling.

Ability to:

- Establish, evaluate and implement administrative/operational policies, practices and procedures.
- Assess, develop and administer appropriate organizational and staffing structures.

- Develop and administer a complex budget system; negotiate and administer a variety of contracts.
- Negotiate and administer a variety of administrative contracts.
- Coordinate functions and activities between departments and outside agencies.
- Prepare and analyze complex reports of a general and technical nature that may include statistical or financial data.
- Communicate effectively and persuasively in both oral and written form.
- Analyze and solve problems.
- Apply government regulations and legislation in appropriate contexts and forums.
- Supervise and direct diverse or multiple functions; provide leadership to staff; effectively oversee and direct the work of subordinate staff; conduct staff meetings.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

CLASS HISTORY:

Established: 02-21-2013; CSB Reso#: 44610