

CHIEF OF ADMINISTRATIVE SERVICES

**General Administration
Administrative & Office Support
Manager
Sort Code: A04117**

**Occ Code: 04127
Exempt Status
Pay Grade 19.08**

This position is appointed by the Personnel Committee and confirmed by the City Council and shall serve at the pleasure of the Personnel Committee and the Council.

This position reports to the Council Secretary and is responsible for all administrative matters of the Council including budget preparation, such personnel matters authorized by the Council Secretary, payroll, purchasing, and facilities management other than audio/visual.

Essential Functions:

- Provides leadership to the entire Administrative Services Division and advises on problems relating to the operation and direction of the Division.
- Manages the planning, development and establishment of policies and objectives in accordance with the initiatives set by the Council.
- Manages the maintenance of all personnel, payroll and purchasing files and records.
- Oversees the handling of all physical inventories of Council equipment and ensures that this is updated annually.
- Maintains all physical facilities and meeting spaces under the control of the Council, in proper condition for use by the Council.
- Ensures the fair use of meeting facilities for legitimate City functions, provided that no such usage shall interfere with the needs of the Council.
- Prepares periodic budget reports for the Council Secretary.
- Assigns and provides supervision for all other support employees of the Division, including the staffing of the Council reception area and Council Aides.
- Assists Executive Council Assistants appointed by individual Council members in the performance of their duties.
- Maintains all administrative records.
- Motivates, monitors and evaluates the performance of direct reports.
- Assigns responsibility, takes corrective action, and demonstrates leadership when evaluating, developing and motivating employees.
- Supervises with facts, focuses on results, provides clear direction, and encourages innovation.

Position Requirements: A five year combination of education and professional experience in business management, public administration or a related field, which must include at least one year of experience at a supervisory/managerial capacity.

Approved: Not Available

Revised: 7/9/18, 12/29/21