



245 East Bonita Avenue
San Dimas, CA 91773-3002

***Assistant City Manager/Director of
Administrative Services***

GENERAL PURPOSE

To perform a variety of difficult administrative assignments and coordinate City administrative activities as assigned; direct the administration of the City's centralized human resources and risk management programs; direct and administer the City's public information, cable franchise, and park development programs; coordinate assigned activities with City departments, divisions, and outside agencies, organize and coordinate other programs and projects as assigned by the City Manager; represent the City Manager as assigned.

ESSENTIAL DUTIES

1. Manage a variety of programs including, personnel, risk management, public information, franchise cable television and and supervises assigned staff. Provide complex administrative staff support to the City Manager and resolve difficult citizen complaints on behalf of the City Manager. Conduct research and perform analysis for special projects; coordinate or provide administrative assistance in the implementation of project recommendations.
2. Prepare and/or recommend revision of policies, procedures, and other information pertaining to the administration of City business; conduct analysis and prepare recommendations regarding policies and procedures requiring knowledge of legal requirements and an understanding of City operations.
3. Coordinate and participate in processes necessary to preparation of the budget; monitor budget requests and compile materials in preparation for City Manager evaluation and related review activities; participate in the development of the City's long range Capital Improvement Program.
4. Plan, organize, and coordinate all services and activities of the personnel function including recruitment and selection, benefits administration, classification and compensation administration, employee relations, affirmative action, and labor negotiations. Administer and maintain the City's classification and compensation plans; conduct job analysis studies and salary and benefits surveys; conduct appeals and recommend appropriate resolution.
5. Plan, organize, and coordinate the activities of the risk management function including workers' compensation program administration, general liability claims administration, and

purchase of City insurances. Administer employee benefits for the City; negotiate agreements; coordinate benefits programs.

6. Coordinate, negotiate, and resolve employee relations issues including disciplinary actions and hearings; participate in labor relations and collective bargaining.
7. Serve as liaison for the personnel and risk management functions with City departments, divisions, and outside agencies; negotiate and resolve sensitive and controversial issues. Coordinate City safety program and general employee training program. Ensure compliance with applicable laws, regulations, policies and procedures.
8. Develop and implement goals, objectives, policies, and priorities for assigned areas of responsibilities such as personnel, risk management, public information and cable franchise program; recommend policies and procedures.
9. Represent the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations.
10. Participate in City management staff meetings and may serve on special task forces or direct the conduct of projects having a general city-wide impact.
11. Select employees; plan, organize, and assign work; develop and establish work methods and standards; direct or conduct staff training and development; review and evaluate employee performance; execute disciplinary action.
12. Prepare and present administrative reports, analyses, and resolutions to the City Manager and the City Council.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of personnel and risk management programs.
- Principles and practices of personnel management.
- Principles and practices of risk management.
- Principles and practices of program development and administration.
- Principles and practices of labor relations and personnel administrations.
- Techniques of recruiting, interviewing, and selecting applicants for employment.
- Principles and practices of wage and salary/benefits administration.
- Principles of job evaluation and analysis.
- Pertinent Federal, State, local laws, codes, and regulations.

Ability to:

- Plan, organize, and coordinate the personnel and risk management functions for the City. Develop and administer department goals, objectives, and procedures.
- Analyze programs, policies, and operational needs.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply related Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible experience in personnel, risk management, or industrial relations including one (1) year of administrative responsibility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in personnel management, industrial relations, public administration, business administration, or a related field.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time