

CITY OF SIMI VALLEY

ADMINISTRATIVE OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, performs a full range of high level complex administrative duties in support of assigned department including personnel, purchasing, information services, records management, and budget preparation and control duties; assists with planning and directing various departmental activities; supervises and directs assigned staff; conducts administrative and analytical studies and prepares reports; and provides highly complex and responsible administrative support to a department head.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Administrative Officer series. Employees within this class perform the full range of duties as assigned including preparing City Council agenda items and supervising and directing administrative support staff. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide high level, complex administrative duties in support of assigned functions of a department including personnel, purchasing, information services, records management, and budget preparation and control; assist in developing and monitoring the achievement of various departmental goals and objectives.
2. Oversee and coordinate personnel functions within assigned department; serve as liaison with the Human Resources Division; receive and process all personnel action forms; receive and approve time sheets; prepare requests for classification adjustments; oversee recruitment, hiring, and evaluation procedures; review all formal Department disciplinary documents including reprimands, suspensions, and terminations; recommend disciplinary actions.
3. Oversee and coordinate departmental purchasing activities; prepare and/or review department bid packages and requests for proposals; administer, negotiate and award contracts; approve department purchase orders; authorize payments to vendors; ensure compliance with applicable regulations.
4. Oversee and coordinate departmental information services functions; develop and implement proposals for technologies to streamline department operations.
5. Oversee and coordinate departmental records management function; ensure compliance with the City's Records Retention and Destruction Schedule; research and implement technologies for improved automated records storage and accessibility.

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6. Oversee and coordinate facility and equipment related issues for assigned department including for programs and operations out-stationed at various facilities managed by the department.
7. Oversee and coordinate departmental customer service functions; respond to and resolve complex and sensitive customer service issues and complaints.
8. Prepare, write and monitor grant applications; coordinate grand administration and monitoring activities.
9. Perform assigned functions/role in the Emergency Operations Center when the Center is activated in response to emergency/disaster.
10. Process fiscal and personnel transactions utilizing computer systems and appropriate applications.
11. Prepare a variety of complex correspondence, memoranda, studies, and staff reports; review departmental reports, correspondence, and documents for completeness, proper punctuation, grammar and spelling, and compliance with established guidelines.
12. Prepare and/or review department staff reports to the City Council including those pertaining to personnel, budget, purchasing, fee/cost recovery/workload analyses, and information services and records management issues for conformance with laws, regulations, and policies.
13. Coordinate departmental budget preparation activities; participate in the development and administration of assigned department budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
14. Conduct a variety of organizational, operational and analytical studies and investigations; recommend modifications to existing programs, policies and procedures as appropriate; prepare a variety of formal reports.
15. Coordinate and review the work plan for assigned departmental services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
16. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and functions; recommend and implement resulting policies and procedures.
17. Provide highly complex and responsible staff assistance to an assigned department head; prepare and present staff reports and other necessary correspondence.
18. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
19. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
20. Research, identify, develop, and administer additional funding and resource to enhance local service delivery through grants, collaborations, inter-agency partnerships, and volunteer efforts.
21. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
22. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.

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23. Serve as the liaison for the assigned department with other departments and outside agencies; coordinate assigned activities with those of other departments, outside agencies, and organizations; negotiate and resolve sensitive issues.
24. Explain and clarify department programs, policies and activities; respond to media inquiries as assigned.
25. Perform related duties as required.

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, activities, policies and procedures of assigned department.
Modern and complex principles and practices of personnel administration, policies and procedures.
Principles and practices of municipal purchasing.
Methods and techniques used in conducting organizational and analytical studies.
Principles and practices of program development and administration.
Principles of business letter writing and basic report preparation.
Grant applications, administration, and reporting requirements.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and administer assigned administrative services for an assigned department including personnel, budgeting and purchasing activities.
Provide complex administrative support to an assigned department.
Supervise, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate assigned administrative staff.
Participate in the development and administration of department goals, objectives and procedures.
Assess programs, policies and operational needs and make appropriate adjustments.
Prepare and administer department budgets.
Research, analyze and evaluate new service delivery methods and techniques.
Conduct organizational and analytical studies utilizing sound methodologies.
Prepare complex bids and specifications.
Review and prepare clear and concise reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Adapt to changing technologies and learn functionality of new equipment and systems.
Operate office equipment including computers and supporting software applications.
Interpret and apply pertinent federal, state, and local laws, regulations, and policies.
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 Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field.

Experience:

Five years of increasingly responsible administrative and supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; operate office equipment; light to moderate lifting may be required.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Approved: June 2003
Johnson & Associates

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