

CITY OF SIMI VALLEY

SENIOR 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, directs, manages, supervises and coordinates the activities and operations of the Administrative division within an assigned department including purchasing, budgeting, accounting, personnel, information technology, and administrative support programs and services; supervises and directs assigned professional and administrative support staff; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to assigned department director.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Administrative Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the size and complexity of assigned program/functional areas. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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. Assume management responsibility for assigned services and activities of the Administrative division within an assigned department including purchasing, budgeting, accounting, personnel, information technology, and administrative support programs and services.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Perform a variety of personnel administration functions; review employee evaluations; ensure accuracy and completeness; review formal documents including reprimands, suspensions, and terminations.
6. Ensure department compliance with existing personnel laws and regulations; implement new laws and policies as they become effective.
7. Perform various purchasing functions; review and/or prepare bid packages for equipment or supplies; oversee the approval of all departmental purchase orders.

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8. Prepare or review specifications and boiler plates for procurement packages; ensure compliance with applicable laws and regulations; modify documents as needed.
9. Oversee the maintenance and trouble shooting of department information systems functions; develop and implement training programs as needed.
10. Prepare and review City Council agenda items; ensure completeness, accuracy, and consistency with department policies.
11. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
13. Serve as the liaison for the assigned department with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to assigned department head.
16. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to existing departmental programs, policies, and procedures as appropriate.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. 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:

- Operational characteristics, services, and activities of the assigned department.
- Principles and practices of program development and administration.
- Methods and techniques used in conducting organizational and analytical studies.
- Modern and complex principles and practices of personnel administration.
- Methods and techniques used in municipal purchasing.
- 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.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management and administration of an Administrative division within an assigned department.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of department goals, objectives, and procedures.
Prepare and administer large program budgets.
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, apply, and ensure departmental compliance with applicable federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting software applications.
Prepare complex bids and specifications.
Prepare clear City Council agenda items.
Research, analyze, and evaluate new service delivery methods and techniques.
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, or a related field.

Experience:

Six 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.

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.