

ADMINISTRATIVE SERVICES MANAGER

Definition

Under direction, plans, organizes, conducts, and directs the activities of the Risk Management Program; coordinates and administers the City's insurance programs, including self-insurance, insurance purchasing for liability, property etc; coordinates the liability claims administration program; provides advice and assistance to appropriate City officials and employees concerning all aspects of risk management; serves as the City's representative to joint powers insurance authorities and related organizations; serves as lead coordinator for the City budget process; plans, organizes, and oversees the City's decentralized purchasing program; and performs other duties as required.

Supervision Received And Exercised

General direction is provided by the Finance Director. Assignments may require the direct or indirect supervision of professional, technical and clerical positions.

Examples Of Duties

Risk Management

Develop systems, procedures, policies, and programs to identify, evaluate, manage, and monitor all aspects of risk exposure facing the City; develop a risk management policy and procedures manual; develop and maintain a risk management information system; prepare annual risk management report; prepare budget for risk management programs and develop risk cost allocation system; develop and make recommendations regarding appropriate risk financing techniques; review current and proposed insurance policies to determine adequacy of coverages, evaluate costs and benefits of alternative coverages; renegotiate or make arrangements for coverages; prepare insurance specifications; review bids and recommend policy purchases; collaborate with appropriate departments to prepare and update property values annually; work within City policy and procedures to select qualified brokers and insurers; develop insurance criteria for contractors and any associated entities; review and verify certificates of insurance furnished by contractors or vendors; review and investigate all claims, negotiate settlement offers, when appropriate; collaborate with City Attorney on pertinent claims and insurance matters; perform reporting and other duties as required for City participating in joint powers insurance authorities; consult with Personnel Department and other affected departments on insurance and loss prevention aspects of workers' compensation; retain independent loss adjusters or technical specialists, as needed; analyze risk management reports and review relevant court cases and decisions to determine potential liabilities and advise management accordingly.

Budget

Provides direction and assistance to City personnel in all areas of the budget process including budget orientation, preparation, review, execution, amendments, and monitoring for ongoing compliance; compiles and coordinates the printing of City budget documents, including preliminary and final documents, mid-year budget review and financial forecast, budget preparation manual; reviews and processes request for budget transfers; assists in the preparation and development of the City's capital improvement budget and program; reviews and monitors requisitions for payment for capital improvement projects; performs revenue and expenditure forecasting, mid-year budget review, and long-term cash flow projections; serves as system administrator for the online budget system; develops and implements financial policies, procedures, and systems as required; effectively communicates and interprets policies; conducts miscellaneous financial and economic analysis, studies, reports, surveys, e.g. cost/benefit, cost allocation, cost of City services, fiscal impact, internal management reports, reports to outside agencies; serves as department coordinator for emergency preparedness; performs related duties as assigned.

Purchasing

Plan, organize, direct, and review the delivery of purchasing services to City departments in a decentralized environment; oversee review and approval of major purchase requisitions in conformity with established procedures; open and publicly read formal bids; coordinate with other public agencies on cooperative purchasing programs; prepare periodic reports; establish and interpret policies and procedures related to purchasing services; cooperate with other City officials to facilitate policy, procedural, and priority-related issues as they arise; oversee the sale, auction, or disposition of surplus or obsolete items; supervise, train, and evaluate subordinate staff; and perform related duties as assigned.

Employment Standards

Experience and Education

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

Experience: Five years experience of a progressively responsible nature in one or preferably more of the following areas: risk management, budget analysis, purchasing. Experience in a public agency is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, insurance, financial management, accounting or a closely related field.

A Master's Degree may substitute for one year of experience.

Knowledge and Abilities

Knowledge of:

Municipal, state and federal laws, regulations, and court decisions affecting municipal liabilities and exposures; financial, legal, and administrative requirements for implementation and administration of full-insure and self-insured programs; contract law relative to public and general liability, personal injury, and claims adjustments; insurance company policies and procedures regarding claims and reserves; claims and analysis, investigation, and adjusting; principles and practices of management, including programming, budgeting and supervision; computer and risk management software and information systems.

Principles and practices of financial administration including budgeting and accounting; computer spreadsheet and database applications; modern office practices, procedures, methods and equipment; laws regulating public finance, and applicable regulations and policies; principles and practices of public administration.

Principles and practices of purchasing and procurement; federal, state, and municipal purchasing laws and procedures; automated purchasing systems.

Ability to:

Analyze and interpret laws, ordinances, regulations, and court decisions and make appropriate recommendations; review, analyze and interpret insurance policies, legal documents, and reports pertaining to insurance, liability, exposure, claims and coverage; evaluate policy and practices and implement improvements as needed; establish and maintain effective working relationships with other employees, City officials, public agencies, and general public; interpret and communicate risk management and loss control programs to employees and the public; maintain confidentiality, as required; communicate clearly and concisely, orally and in writing; review, analyze and prepare complete and accurate budget and other financial reports; analyze, evaluate, and modify budgeting and purchasing methods and procedures; assign, direct, review, and evaluate the work of subordinate staff; interpret and explain City policies and procedures.