

South Jordan City

Job Description

Title: Director of Administrative Services
Org: 100200
Pay Grade: GS25

Effective Date: 6/25/2023
FLSA: Exempt/Executive
Workers Comp: Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City’s vision and mission. Manage the day to day operations of the Administrative Services Department in accordance with the City Manager’s direction and Service Values. Perform professional administrative duties and supervise the department’s assigned divisions. Prepare and assist in the administration of the budget, perform research and analysis on policies and procedures.

SUPERVISOR

Assistant City Manager

POSITION(S) SUPERVISED

Facilities Manager	Director of Information Technology
Communications Manager	Justice Court Administrator
Risk Management Analyst	Administrative Services Assistant

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Plan, coordinate and provide overall direction for the various activities of the department; prepare and present comprehensive plans for the improvement and expansion of facilities and activities; plan long-range goals for the department.

Maintains liaison with other city departments, community groups, and individuals in order to explain and discuss various aspects of department functions; makes all necessary reports to city departments and other government agencies as well as to the public

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree in business, finance, public administration or related area;

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver License

Successfully complete all required Homeland Security courses including NIMS and ICS training.

Related certifications in the following areas preferred: risk management, facilities management, communications, information technology, or courts.

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus-building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in public relations; making presentations, writing reports and other communication practices.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Official/Admin.
Location:	Administrative Services Admin	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	165