

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Administrative Services Director
FLSA Status: Exempt

Dept.: Administrative Services
Reports to: City Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Administrative Services Director leads, plans, organizes and controls the City's administrative functions including Human Resources, Information Systems, Public Records, City Clerk and Front Desk operations. The Director is responsible for developing, implementing, evaluating and administering the City's personnel policies, programs, services and systems including staff development and wellness programs.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Plans, organizes, directs, and evaluate administrative functions including human resources, information systems, public records, City Clerk, record management, and front desk operations.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Establishes direction, goals, objectives, and priorities for the department.
- Prepares and administers departmental budget, including the forecasting of funds for staffing, equipment, materials, and supplies; and monitors and approves expenditures.
- Coordinates activities of the Administrative Services Department with those of other City departments.
- Prepares materials for and makes presentations to the City Council.
- Provides oversight of citywide information management systems. Oversees design and administration of the City's long range information system plan.
- Performs long-range planning activities including City-wide organizational planning and development, and strategic planning.
- Coordinates inter-departmental program development and operations.
- Performs internal consulting assistance to the City's management and supervisory staff in a variety of areas including staffing and organization, employee development, disciplinary problems, and other special employment needs. Provides employee consulting assistance for training, career development, and employee relations.
- Responsible for the City's compliance with federal, state, and local laws regarding personnel practices, including equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements; responsible for monitoring the City's personnel practices and recommending corrective actions to ensure compliance.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on personnel policies and practices; prepares, coordinates, and implements responses and recommendations to the City Manager, City Council and department directors.
- Develops and implements personnel-related services and programs such as training programs, safety program, and employee performance appraisals.

- Coordinates employee recruitment and selection processes, including advertising vacancies and assisting managers in evaluating applications, interviewing applicants, administering employment tests, conducting background checks, and making hiring recommendations.
- Conducts personnel studies such as classification analysis and salary and benefit surveys. Develops recommendations on salaries, increases, and pay and benefit practices.
- Writes job descriptions and updates existing job descriptions in consultation with management staff.
- Conducts employee orientations and exit interviews.
- Serves as management representative to the City's wellness committee, providing leadership and oversight in wellness activities.
- Develops and implements alternative strategies for Human Resources management including performance management and auditing, competency assessment and development, resource development, employee relations and others as appropriate.
- Prepares and maintains a variety of personnel-related records and reports.
- Reviews and approves personnel and payroll related changes in the City's HR/Payroll System.
- Negotiates and administers contracts for services.
- Conducts ergonomic reviews.
- Performs related duties as assigned.

Secondary Functions

- Participates in salary surveys as requested by other entities.
- Serves as a member of the City's emergency response team.

Job Scope

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent participates as a member of the City Leadership Team and is responsible for developing policies and objectives.

Supervisory Responsibility

Directly and indirectly supervises professional, technical, and administrative support staff; recommends personnel actions; arranges and provides training; schedules staff; assigns and prioritizes work; reviews performance; approves, takes and/or recommends disciplinary actions; conducts staff meetings.

Interpersonal Contacts

Extensive contact with internal staff and outside contact with human resources staff in other government agencies.

Specific Job Skills

Advanced knowledge of:

- Federal, state, and local laws regarding personnel policies and practices, including equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements, and others.
- Principles and practices of leadership, organizational development, management and supervision, hiring practices, training and performance management.
- Job analysis techniques, implementation of wage and salary administration and classification and compensation methodologies.
- Employee benefits and assistance programs.
- Research methods, data collection, sampling techniques and statistical analysis.
- Budget preparation and control.

- City organization, operations, policies and objectives.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking and presentation skills.
- Principles and practices of modern office management, and confidential file maintenance.

Ability to:

- Effectively lead, plan, organize, assign and supervise work of the department.
- Communicate effectively, both in writing and orally, including oral presentations.
- Establish and maintain cooperative and effective working relationships with public officials, city staff, and the general public.
- Thoroughly understand the City's political environment and sensitivities and function effectively within that environment.
- Exercise individual initiative and discretion in work, including confidential matters.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Interpret, apply, and explain codes, rules, regulations, policies, and procedures to non-technical individuals.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Present and lead technical discussions at meetings.
- Exercise flexibility.
- Recognize occupational hazards and utilize standard safety procedures.
- Accurately analyze situations and adopt an effective course of action.
- Occasionally attend night meetings.
- Develop strategies to attract, train and retain a highly qualified work force.
- Transmit City values to staff and apply organizational development concepts to human resource activities.
- Provide useful guidance to the leadership team and other supervisory personnel in dealing with sensitive personnel issues.
- Use computer equipment and applicable software applications.

Mental Abilities

Position requires continuous interpersonal skills and the ability to write, understand, read and speak English; frequent decision making, creativity, customer service, teamwork, use of discretion, problem analysis, and independent judgment and/or action; occasional mentoring, training/supervising, presentations/teaching; and rare negotiation, performance of basic and advanced math.

Physical Abilities

Position requires continuous hearing; frequent sitting, feeling, fingering, talking, handling, and repetitive motions of hands and wrists; occasional standing, walking, stooping, reaching, and bending; and rare crawling, kneeling, and repetitive motions of feet. Position requires the ability to push, pull, lift, and carry 25 pounds.

Education and/or Experience

Bachelor's degree in personnel management, industrial relations, business, public administration or a related field, plus nine years of increasingly responsible professional public sector experience in a related field, including five years in a supervisory capacity OR an equivalent combination of education and experience.

Special Requirements

- Valid Washington State Driver's License with satisfactory driving record.

- Successful completion of pre-employment background check, including a credit check.
- Professional Human Resources or equivalent certification preferred.

Job Conditions

Work is primarily performed in an office setting. Noise level is moderate. May be required to work through lunch meetings and attend meetings scheduled outside of regular work hours. Driving to conduct work is required.

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