

City of Fort Worth, Texas Job Description

Classification Title	Administrative Services Manager		
Job Code:	MG1011	Job Family:	Management
Pay Grade	613	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages and oversees administrative, fiscal and employee functions of the department. Performs administrative and business management duties including purchasing, budget management, revenue accounting, human resources, property and inventory control, contract management and service delivery methods and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Supervises, manages and coordinates human resources and fiscal functions for the department; Interprets personnel rules and regulations; researches recruitment and compensation issues.
3. Participates in the development, analysis, formulation and administration of the department budget. Approves forecast of funds needed for staffing, equipment, materials and supplies; prepares budget and related financial documents; conducts budget preparation/review meetings; monitors and approves expenditures; prepares revenue projections and annual updates; and implements budgetary adjustments.
4. Participates in special projects including research of new programs and services, budget analysis and preparation; prepares and presents reports detailing findings and recommendations.
5. Represents the department to other departments; coordinates department activities with those of other departments and outside agencies and organizations.
6. Assists in administering assigned contracts; negotiating and preparing difficult requests for proposals or contracts with service providers and vendors; monitors work progress and ensure adherence to project schedule and budgets.

7. Provides complex staff guidance to the department's senior management team; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
8. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; works with employees on the continuous improvement of department specific services.
9. Participates in the development and implementation of departmental goals, objectives, policies and priorities.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Advanced principles of municipal budget preparation, cost analysis, forecasting, trends analysis and control.
 - Principles of supervision, training and performance evaluation.
 - Principles and practices of business administration and human resources management.
 - Methods of research, program analysis and report preparation.
 - Principles and procedures of record keeping.
 - Organization objectives, procedures, policies and regulations.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Computers and applicable software.
 - Research and analysis.
 - Analytical thinking.
 - Personnel management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Provide effective leadership, supervision and training.
 - Plan and supervise projects.
 - Prepare detailed budget charts, tables and spreadsheets.
 - Coordinate and administer budget process for assigned department or division.
 - Maintain confidentiality.
 - Interpret and apply City policies, procedures and regulations.
 - Research, analyze and evaluate programs, policies and procedures.
 - Recognize organizational deficiencies and recommend improvement actions.
 - Present information and ideas to various groups of people.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Master's Degree from an accredited college or university with course work in Business Management, Public Administration, Business Administration, Human Resources or related field and two years of increasingly responsible and complex administrative, fiscal, personnel and management experience, including one year in a supervisory capacity.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.