

**RESOLUTION NO. 7633**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE  
AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND  
CLASSIFICATION PLAN) RECLASSIFYING THE POSITION OF ASSISTANT CITY  
MANAGER/DIRECTOR OF FINANCE TO DIRECTOR OF ADMINISTRATIVE  
SERVICES, CREATING THE JOB SPECIFICATION FOR THE POSITION OF  
DIRECTOR OF ADMINISTRATIVE SERVICES AND UPDATING THE  
SALARY PAY TABLE**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, an evaluation has been conducted and it has been determined that the position of Assistant City Manager/Director of Finance requires reclassification to the position of Director of Administrative Services to accomplish the City's desired results; and

**WHEREAS**, as a result of the reorganization of the Finance Department, the Director of Administrative Services position was created attached hereto as Exhibit "A"; and

**WHEREAS**, the Director of Administrative Services will oversee Finance, Human Resources, Risk Management and Computer Information Services and will serve as the Director of the Finance;

[Remainder of page left blank intentionally]

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amendment Class Specification and Attributes to the City's Classification Plan to reclassify the position of Assistant City Manager/Director of Finance to Director of Administrative Services.

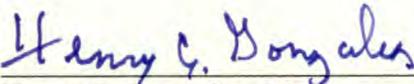
**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specification for Director of Administrative Services attached hereto as Exhibit "A."

**SECTION 3.** The City Council hereby approves and adopts the proposed amended Salary Pay Table attached hereto as Exhibit "B."

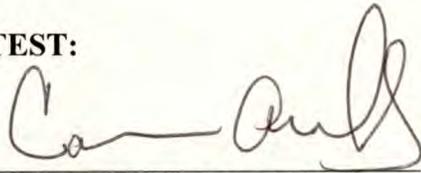
**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 14<sup>th</sup> day of October 2014.

**CITY OF SOUTH GATE:**

  
Henry C. Gonzalez, Mayor

**ATTEST:**

  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

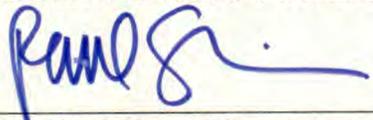
  
Raul F. Salinas, City Attorney

Exhibit "A"

**City of South Gate**

CLASS SPECIFICATIONS AND ATTRIBUTES

**DIRECTOR OF ADMINISTRATIVE SERVICES**

		Step A	Step B	Step C	Step D	Step E
704	DIRECTOR OF ADMINISTRATIVE SERVICES	9,539	10,016	10,517	11,043	11,595

**DESCRIPTION**

Under the general administrative direction of the City Manager, plan, direct, manage, oversee and evaluate the financial activities of the City including budget, general accounting, human resources, risk management, information technology, payroll, financial reporting, business licensing, purchasing, water utility billing and customer service; and provides highly responsible and complex administrative support to the City Manager. The Director of Administrative Services serves as the Director of Finance.

**CLASS CHARACTERISTICS**

The Director of Administrative Services is responsible for the management and direction of all finance, human resources, risk management and computer information services activities. The Director of Administrative Services is a member of the Senior Executive Team of the City and serves as the Director of Finance.

**SUPERVISION RECEIVED**

Works under the general administrative direction and supervision of the City Manager.

**SUPERVISION EXERCISED**

Exercises direct supervision over all divisions of Finance, Human Resources and Computer Information Services.

**ESSENTIAL FUNCTIONS**

*Essential functions include, but are not limited to the following:*

Assume full management responsibility for all department services and activities including planning, organizing and directing all internal support functions for all of the divisions within the Administrative Services department; recommend and implement policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate, through staff, the Administrative Services department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Prepare and present written and oral reports on Administrative Services related issues.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the department and City-wide budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Represent the Administrative Services department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager, participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration, finance, risk management, human resources and computer information services.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Supervises and participates in the development, maintenance and operation of the general accounting system and business license system.

Supervises the preparation, auditing and disbursement of claims and demands against the City, including all payroll functions.

Plans and confers with the City Manager in the preparation of the annual City preliminary budget and supervises the maintenance of necessary budgetary controls including purchasing and inventory.

Coordinates and directs information technology functions.

Analyzes and interprets financial and economic data.

Conducts financial planning, prepares departmental budget estimates and administers expenditures from approved funds.

Supervises the collection of delinquent accounts and the maintenance of property records, inventories, and amortization schedules.

Conducts financial reporting on state and federal subventions and grants.

Researches, participates in and recommends personnel policy and employee benefit package changes.

Participates in conferences and negotiations with employee associations and serves as City Lead Negotiator.

Prepares reports and correspondence and maintains departmental records.

Administers City's adopted investment policy, as assigned.

Conducts and manages special studies designed to increase the efficiency and economy of municipal operations.

Perform related duties as required.

## **QUALIFICATIONS**

**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 government finance, public administration or a related field. Master's degree preferred.

### **Experience:**

Six years of increasingly responsible finance, accounting, human resources or related experience, including three years of management and administrative responsibility.

### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

### **Knowledge, Skills and Abilities**

**Knowledge of:** operations, services and activities of the Administrative Services department; principles and practices of governmental accounting and auditing; budgeting, taxation, revenue and record keeping procedures; principles and practices of supervision, leadership, customer service and public contact; applications of electronic data technology; interpretation and implementation of local, state and federal codes, laws and regulations; principals and practices of human resources and risk management.

**Ability to:** manage and direct programs and activities of the Administrative Services department; interpret, apply and explain financial data, related laws and regulations; analyze data and prepare reports of related activity; direct the preparation and maintenance of accurate records; supervise, plan and organize work for subordinate staff to meet deadlines; work effectively with financial contractors, employees and the general public; work independently with little direction; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment 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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet. Incumbents are not substantially exposed to adverse environmental conditions.



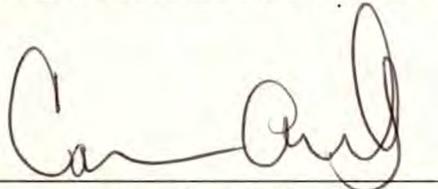
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7633 was adopted by the City Council at their Regular Meeting held on October 14, 2014, by the following vote:

Ayes:            Council Members:    Gonzalez, Morales, Davila, De Witt and Hurtado  
Noes:            Council Members:    None  
Absent:          Council Members:    None  
Abstain:         Council Members:    None

Witness my hand and the seal of said City on October 16, 2014.

  
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Carmen Avalos, City Clerk  
City of South Gate, California