

**DIRECTOR OF ADMINISTRATION**

**Duties and Responsibilities**

This is a management class of positions.

Under the executive direction of the City Clerk, with wide latitude for the exercise of independent initiative and judgement, serves as Director of Administration; advises and assists the City Clerk; performs related work.

**Examples of Typical Tasks**

Advises and renders assistance to the City Clerk on administrative matters.

Is responsible for administrative management and direction of the accounting, budgetary, fiscal, personnel, employee assistance, labor relations, equal employment opportunity, payroll, purchasing and revenue programs.

Directs the agency revenue activities to secure reimbursements to the City from various funding sources.

Is responsible for the accrual of expenses.

Responds to Comptroller audit findings.

Acts as a liaison to the Office of Management and Budget (OMB), Comptroller's Office, Department of Citywide Administrative Services, Department of Finance, Mayor's Office of Contracts, Office of Labor Relations, and other city agencies.

Works with the Department of Finance on an annual basis to ensure agency is Payment Card Industry (PCI) compliant.

Performs related executive and administrative duties as required.

DIRECTOR OF ADMINISTRATION (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time-progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or education and or experience equivalent to "1", "2", "3" above. However, all candidates must possess the two years of administrative experience as described under "1" above.
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

DIRECTOR OF ADMINISTRATION (continued)

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.