CLASS SPECIFICATION
Chief Administrative Officer

FLSA Status: Exempt
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

GENERAL PURPOSE

Under general policy direction from and at the will of the City Council, plans, organizes and directs the activities of the Office of Management and Finance, that includes the following organizations: Financial Planning, Financial Management, Human Resources, Technology Services, and Internal Business Services, (which includes a variety of centralized services); provides leadership and expert advice and counsel to the Mayor, City Council and bureaus on City-wide matters related to management, finance, budget and corporate administrative services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating the functions, programs and activities of the bureaus and divisions that comprise the Office of Management and Finance which provide broad, comprehensive Citywide management, finance, purchasing, information technology, human resources, fleet, facilities, printing, and communication services. The incumbent provides strategic leadership to the Mayor, City Council and bureau directors in development of short- and long-term financial and administrative strategies and plans to meet service delivery objectives while making optimal utilization of the City's financial resources. The incumbent also provides strategic leadership in the development and implementation of policies and procedures, systems and processes for the delivery of centralized corporate services. The incumbent works closely with the community and business sector to form successful public/private partnerships. Responsibilities are broad in scope and involve highly sensitive and publicly visible projects that require a high degree of policy, program and management discretion. Results are evaluated in terms of overall effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Office of Management and Finance (OMF); with subordinate bureau and division managers, develops, implements and monitors work plans to achieve OMF mission, goals and performance measures; directs the development of and monitors performance against the biennial budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and OMF goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of bureau and division managers and their assigned staff; establishes performance requirements and personal development targets; regularly

monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the bureau; provides leadership and works with subordinate managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and OMF's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs and oversees the programs and activities of the Bureaus of Financial Management, including accounting, financial planning, grants, public financing, debt, treasury and spectator facilities; Human Resources; Technology Services; Purchasing; General Services, including the Divisions of Risk Management, Vehicle Services, Facilities, Printing and Distribution; and Administration.

5. Plans, develops, implements, directs and evaluates continuing improvement, re-organization and cost containment efforts for the delivery of City corporate administrative services, both within OMF and on a Citywide basis; directs and oversees the recommendation and implementation of policies and procedures, systems and processes consistent with requirements; monitors developments in areas of responsibility, particularly regarding emerging technology and its uses to streamline and enhance the productivity of City operations; directs or conducts research and analysis of the City's needs and requirements in assigned areas of responsibility, recommends appropriate actions and implements programs.

6. Analyzes proposed changes to federal, state and local laws, regulations and rules as well as compliance orders and court decisions affecting the City's financial condition and delivery of public services; analyzes potential impacts and recommends position statements; works with bureau managers and staff to develop legislative strategy, including testimony or other means of providing information to and advocating actions by decision makers.

7. Assists the Council, Mayor and Commissioners in developing strategic plans, biennial and annual goals and work plans for the City and their respective portfolios; identifies issues and develops creative problem solving methods; provides a communication link between City offices.

8. Represents the City in meetings with local and national media on a broad range of City issues; represents the City in relationships with other governmental agencies, business, professional organizations and community organizations; participates in major development project teams; represents the City in addressing major contract negotiation issues.

9. Directs, manages, leads and may participate in development negotiations and project management for major development projects, such as North MAC, Civic Stadium and Memorial Coliseum.

OTHER DUTIES

1. Assists as needed on special assignments and projects dealing with management and administrative service issues.

2. Participates in and speaks before national and local governmental and professional groups on a variety of issues.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of public administration, including budgeting and financial planning, financial management, human resources, information technology, purchasing, risk management, operations management, facilities management and other general operational support services and communications.

2. Federal, state and local laws, regulations and court decisions applicable to areas of responsibility.

3. City operations and functions and associated management, financing, budgeting, intergovernmental relations and administrative service issues.

4. Research methods and statistical and financial analysis techniques.

5. Principles, practices, tools and techniques of project management.

6. Organization, functions, legal requirements, operations, rules and policies of the City Council.

7. Principles and practices of sound business communications.

8. Principles and practices of effective management and supervision.

9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, direct, manage and integrate a broad program of centralized management, finance and administrative services, including financial planning, financial management, human resources, information technology, purchasing, risk management, facilities, printing and distribution, vehicle services, communications and administration.

2. Define complex management, finance, budget and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

3. Understand, interpret, explain and apply City, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.

4. Analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations and sources of revenue.

5. Present proposals and recommendations clearly, logically and persuasively in public meetings.

6. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.

7. Prepare clear, concise and comprehensive statements, correspondence, reports, studies and other written materials appropriate to diverse technical and nontechnical audiences.

8. Exercise sound, expert independent judgment within general policy guidelines.

9. Exercise seasoned management and political acumen, tact and diplomacy in dealing with complex, sensitive and confidential issues regarding which there are multiple and conflicting agendas and positions.

10. Establish and maintain effective highly working relationships with the Mayor, City Commissioners, bureau directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, or a closely related field; and at least ten years of progressively responsible experience in development, integration and administration of complex management, finance and/or administrative functions, at least five of which were in a management capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Licenses; Certificates; Special Requirements:

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:
Revised: March 2011 – updated bureaus in OMF

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

0840 Chief Administrative Officer Adopted: 07-01-00
June 2009 - Change Job Class number from 7001 to 30000406, due to system change.