

A CITY OF OAKLAND
CAREER OPPORTUNITY
**ADMINISTRATIVE SERVICES
MANAGER II**

SALARY: \$100,739 - \$123,698 ANNUALLY, DOE
APPLY BY 5:00 P.M., FRIDAY, JULY 17, 2009



The Position

The City of Oakland is seeking two experienced professionals to join the City's Management team as Administrative Services Managers in the administrative divisions of the Finance and Management Agency and Parking Operations.

Under administrative direction of Agency and Department Directors, incumbents are responsible for centralized financial and administrative operations including providing fiscal oversight and management and policy direction to division and program managers and administrative staff; revenue tracking, forecasting and enhancement; developing, presenting and monitoring budgets; administering grants and contracts; and overseeing agency/department personnel activities including training, payroll, customer service, and information/communication services.

The Parking Operations position includes day-to-day management of the financial responsibilities of the department and evaluating and developing systems for service improvements to the City's garages and parking facilities.

These are management level classifications that are exempt from the regulations of civil service. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and execution of policies and procedures.

The Ideal Candidate

The ideal candidates for these positions are experienced, creative and resourceful financial managers with considerable knowledge of municipal government and public sector finance and budgeting. They are able to identify and apply best practices from other financial institutions and sectors. They are comfortable working in a politically charged, highly visible environment, performing detailed and complex financial analysis, and preparing multifaceted reports for public bodies. Strong financial and operations management, budget, contract administration, written and oral communications, interpersonal and organizational skills; and the ability to work with fluctuating deadlines are required. Parking Operations also requires the ability to monitor and audit revenues and expenditures and to oversee and forecast revenue collections.

Typical duties include, but are not limited to:

- Perform short and long range planning for all administrative services; develop policies and procedures for Agency or Department operations.
- Manage fiscal operations, and review and develop fiscal policies and procedures; direct the preparation of the budget and review subordinate division budget preparations; administer the biennial budget.
- Monitor, analyzes, forecast, and report on organizational revenues and expenditures to maintain balanced budget and ensure the efficient delivery of services.

- Prepare present and future year revenue and expenditure forecasts for the Agency or Department.
- Prepare, analyze, review, edit and write City Council and other complex reports. Monitor City Council agenda process.
- Work closely with citywide Human Resources and Risk Management to manage recruiting, classification, training, employee relations, and workers' compensation for the Agency or Department, and insure Agency/Department compliance with personnel rules and regulations.
- Direct record maintenance systems.
- Respond to inquiries and resolve complaints related to Agency/Department matters; interpret and explain laws and procedures to City staff and the public.
- Coordinate the work of the division with other City departments, outside agencies and concerned citizens.
- Direct and participate in public information projects.
- Negotiate, prepare and administer contracts.

Required Knowledge, Skills and Abilities

- Knowledge of financial and administrative organization principles.
- Knowledge of budget development and administration.
- Knowledge of applications and implementation of computerized financial and fiscal programs and systems including Oracle Financial, Accounting and Human Resource systems.
- Knowledge of practices and methods of procurement and contract administration.
- Knowledge of municipal government and organization.
- Ability to understand and track financials and perform complex fiscal analyses and forecasts.
- Ability to establish, evaluate and implement administrative/operational policies, practices and procedures
- Ability to develop and administer a large and complex budget system.
- Ability to use Microsoft Office Suite proficiently.
- Ability to negotiate and administer a variety of administrative contracts.
- Ability to supervise and direct multiple and diverse functions.
- Ability to provide leadership and direction to staff.
- Ability to coordinate functions and activities between departments and outside agencies.
- Ability to prepare and analyze complex reports of a general and technical nature.
- Ability to communicate effectively and persuasively in both oral and written form.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Qualifications

These positions require a combination of experience and education that equates to:

Experience: Five years of experience performing progressively responsible and complex administrative and managerial duties including two years of supervisory experience. Financial management experience in a public sector environment is highly desirable.

Education: Bachelor's degree from an accredited college or university in Public or Business Administration, Finance and/or Accounting, Economics, Human Resource Management or a related field. A Master's degree in a related field is desirable.

License and Certificate: A California Drivers License is required, as incumbents in this job may be expected to operate automotive vehicles in the performance of assigned duties.

The Selection Process

Interested and qualified individuals are encouraged to apply immediately as application screening will be on a continuous basis throughout the application period. The most suitably qualified applicants will be invited for further assessment.

About the City

The City of Oakland is located on the east side of the San Francisco Bay. It covers 53 square land miles, 19 miles of waterfront and has over 400,000 residents representing a variety of ethnic and cultural backgrounds. There is an international airport, a major shipping port, a redeveloped waterfront, a commercial high rise city center, an extensive wild-land urban intermix area and 41,000 acres of wilderness and parklands nearby.

Salary and Benefits

Oakland offers an attractive salary and benefits package.

Salary: \$8,395 - \$10,308 Monthly, depending on experience. Typically, appointments are made at or below midrange.

Benefits include:

- Family vision, dental and orthodontics plans
- Health plan fully or partially-paid
- Life insurance
- Management, vacation, sick and holiday leave
- Deferred compensation plan and Credit Union
- Parking

TO APPLY: Submit a City application, resume, cover letter and supplemental responses to:

Department of Human Resources, 150 Frank H. Ogawa Plaza, 2nd Floor,
Oakland, CA 94612-2019, (510) 238-3112, FAX (510) 238-6232 or electronically to
jedwards@oaklandnet.com

Application information and materials may be obtained on line at www.oaklandnet.com
Submit application packet by 5:00 pm, on Friday, July 17, 2009.

D. J. Edwards (510) 238-6469
09-EM100-032/unclassified
Opens: 6/24/09
Closes: 7/17/09

Administrative Services Manager II

Supplemental Questionnaire

Please detail your years of education, training and work experience that qualify you for these positions. At the beginning of each response, please include the type and size of organization, and your title and level of responsibility for each position cited. The information you provide will be verified prior to a final offer of employment. Please place this information at the beginning of each response.

1. Describe two of the most important/significant accomplishments in your recent work history that relate to managing the financial function and/or a departmental budget in a municipal or similar agency. Include experience with forecasting and developing legally compliant processes and procedures.
2. Describe your experience developing, managing and conducting complex policy, managerial, operational, budgetary and financial analysis, including salary and benefit projections or labor costing. Cite specific examples and your methodological approach.
3. Discuss your experience with performance measurement and benchmarking, as well as program-based and performance-based budgeting.
4. Describe your experience preparing reports and documents for a legislative body; reviewing and implementing recommendations from audit and compliance reports; and synthesizing information from other colleagues or work teams into one complex report to a high-level manager or public body.

Please provide a writing sample, no longer than five pages, that demonstrates your ability to prepare written reports or policies and procedures. Your writing sample will not be returned.

5. Describe your experience managing and supervising or leading employees. Include the job titles and number of employees you have supervised as well as the types of tasks they performed, and the level and complexity of their work.

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

(Signature)

(Last 6 Digits of SSN)

(Telephone Number)

(Date)

The City of Oakland is an EOE/ADA employer

