



# **City of Phoenix MANAGEMENT SERVICES ADMINISTRATOR**

**JOB CODE 05360**

Effective Date: 12/92

## **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to plan, direct, and supervise staff engaged in analyzing, installing, improving, and operating department management, administrative, and financial systems and controls. Incumbents supervise employees responsible for budget analysis, accounting, technical services (computer functions), support services, management research, and operations analysis functions. Management Services Administrators are responsible for managing the department's financial condition and for overseeing the preparation of multi-year capital improvement programs for the department. The employee is responsible for coordinating and supervising various administrative activities at the request of the director, for making presentations before the City Council and citizen groups as required, and for representing the department head as required in meetings with Federal agencies or other City departments. Incumbents are expected to self-generate assignments through an anticipation of departmental problems and general awareness of departmental needs. The Management Services Administrator exercises independent judgment and initiative in representing the director within assigned areas of fiscal and management functions.

## **ESSENTIAL FUNCTIONS:**

- Plans, directs, and supervises professional staff engaged in analyzing, installing, improving, and operating department management, administrative, and financial systems and controls;
- Manages the department's financial condition;
- Takes on special management assignments for the director;
- Plans, organizes, and directs studies to improve department management;
- Supervises the preparation of reports monitoring the department's financial status;
- Oversees/administers the department's personnel, safety, training and development, and payroll functions;
- Develops recommendations to eliminate budget deficits;
- Acts for the director by assignment or delegation and "signs off" for the director on designated documents;
- Establishes and monitors fiscal management control procedures;
- Oversees the preparation of multi-year capital improvement programs for the department;



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- Writes difficult and complex financial and administrative reports;
- Oversees support for technical/computer requirement for the department;
- Oversees remodeling/relocation of department physical facilities;
- Recommends consistent disciplinary policies and procedures to department management;
- Counsels employees;
- Makes recommendations to department management on the effects of environmental issues affecting department operations;
- Interacts with other City departments on matters affecting department operations;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Municipal management practices and problems.
- Accounting principles and practices.
- Internal control procedures and fiscal management.
- Operations and systems analysis techniques.
- Electronic spread sheet, data base and word processing computer applications.
- Personnel principles and personnel management.
- Environmental issues that affect department operations.

#### Ability to:

- Perform a broad range of supervisory responsibilities over professional, technical, and clerical staff.
- Comprehend and make inferences from written material in the English language.
- Review or check the work product of others for conformance with standards.
- Exercise independent judgment and initiative in representing the director within assigned areas of fiscal and management functions.
- Enter data or information into a terminal, PC, or other keyboard device to use electronic spreadsheet, data base, or word processing applications.
- Work cooperatively with other City employees and the public.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
- Communicate orally with other City employees, customers and the public in face-to-face one-on-one settings, in group settings, or using a telephone.



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- Observe, compare or monitor data included in management reports to determine compliance with procedures.
- Resolve customer or citizen complaints in accordance with established policies and regulations.
- Perform the functions of a Personnel Officer, in the absence of one.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of experience in public finance, administration, or management including two years of supervisory experience and a bachelor's degree in business, finance, economics, political science, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.