

RESOLUTION NO. 1300

A RESOLUTION adopting duties and qualifications for the position of Administrative Services Director.

WHEREAS, the position of Administrative Services Director was created in the Administrative Services/Human Resources Department of the City of Camas, and a salary schedule adopted pursuant to Ordinance No. 2689; and

WHEREAS, the Council of the City of Camas intends to formally adopt duties and qualifications relating to such position; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section I

The duties and qualifications of the position of Administrative Services Director within the Administrative Services/Human Resources Department of the City of Camas shall be as set forth in Exhibit "A", attached hereto and by this reference incorporated herein.

ADOPTED by the Council of the City of Camas and approved by the Mayor this 8th day of

July 8, 2014.

SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:

Shirley Mays

City Attorney

EXHIBIT "A"

CITY OF CAMAS
Union Status: Non-Represented
January 2014

ADMINISTRATIVE SERVICES DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under general administrative direction from the City Administrator, direct and coordinate the City's administrative support programs by organizing, planning, developing, implementing, and evaluating related activities, policies and documents. Administer and provide services related to human resource management, labor relations, public records management and information technology management; coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the City Administrator. Deputy City Clerk sharing City Clerk functions with other staff. Perform the duties of City Administrator in the absence and direction of same or at the request of the Mayor.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Human Resources

- Responsible for all City human resources functions including recruitment, labor relations and compliance with City employment policies and state and federal laws.
- Administer the City's employee benefits, wellness, workers' compensation programs.
- Represent the City in labor contract negotiations and administer the City's labor contracts. Provide employees and supervisors with contract interpretation and assistance on provisions of contracts and labor relations issues.
- Make recommendations to Mayor, City Administrator, department managers and City Council as appropriate regarding labor negotiations, employee relations, personnel policies and employee benefits.
- Assist department managers and supervisors with defining essential functions through job analysis and the development of position descriptions. Conduct research and surveys on employee compensation.
- Oversee employee leave programs including but not limited to family medical leave, domestic violence leave, military leave and bereavement; maintains confidential medical and test records related to employee leave programs.

- Investigate allegations of sexual harassment, discrimination or unfair treatment; respond to equal employment opportunity complaints; develop written conclusions or recommendations.
- Advise and assist all department managers and supervisors of areas of possible concern with regard to employee performance, discipline, conflicts and/or concerns. Assist with implementation of plans of improvement and interventions with employee if necessary. Conduct meetings with employees. Develop forms and procedures for use in the management of personnel matters.
- Serve as the City's Americans with Disabilities Act (ADA) Coordinator and assesses overall city compliance efforts.
- Serve as the Equal Employment Opportunity (EEO) Officer. Completes federal EEO reports and assesses City efforts to create and maintain a diverse workforce.
- Serve as the City's Title VI Coordinator to assure that all City programs accessing federal funds are in compliance with federal equal employment opportunity laws and regulation.
- Maintain official employee files including all personnel actions and insurance and retirement benefits.
- Maintain current information on statutory changes and case law decisions related to labor relations, employment discrimination, workers' compensation, unemployment, public records case law and other related topics.

City Records Management

- Oversee the design, development and implementation of City-wide records and information management program that complies with Federal and State laws.
- Work closely with departments to determine best business process for the systematic preservation of total life cycle of records using both manual and automated methods as required.
- Administer City's records and information management policies and propose changes as needed to reflect changing technology and City systems.
- Administer the function of public records disclosure, assisting the public in accessing records and information in compliance with the Public Records act and City policy.
- Develop and administer the City's record retention and disposition schedules; preserve and protect the City's historical records and information.
- Supervise the records storage center and the destruction of forms and records.

- Maintain the highest standards of professional and personal conduct including maintaining the confidentiality of privileged information and protecting confidentiality as long as legally and practically possible.

Information Technology

- Direct the City's Information Systems Division and supervise the Information Systems Division Manager. Assist in setting priorities, establishing and monitoring budgets and resolving service conflicts. Review and approve all personnel actions related to Information Systems Division staff.

Deputy City Clerk

- Serve as the City's Deputy City Clerk as directed by the City Clerk.
- As requested by the City Clerk, supervise and support the activities of other City staff performing City Clerk functions including but not limited to preparing and processing legal publications and documents, developing the City Council agenda and scheduling of City Council meetings.

General Management

- Serve as a member of the management team and participate in the City's leadership structure.
- Provide assistance and support to the City Administrator and other department managers in strategic planning, problem solving, short and long term visioning and resolution of issues or conflicts.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Identify staff training needs and opportunities. Coordinate on-site and off-site training programs as needed.
- Consult legal counsel to ensure that policies and City actions comply with federal and state law.

- Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Mayor, City Council, City Administrator and department managers.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources management and administration.

AUXILIARY FUNCTION STATEMENTS

- Follow all safety rules and procedures established for work area.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a human resources management program.
- Principles and practices of public personnel administration including recruitment, selection, benefits administration and employee relations.
- Principles and practices of program development and administration.
- Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
- Principles and practices of wage and salary benefit administration.
- Methods and techniques of job analysis including classification and compensation.
- Principles and procedures involved in labor negotiations.
- Methods and techniques of dealing with employee grievances and unlawful allegations.
- Principles of supervision, training and performance evaluation.
- Principles and practices of public administration and organizational processes.
- Principles and practices of local budget preparation and administration.
- Records management, dissemination and public disclosure laws.
- State and local laws and regulations regarding public records.
- Principles and practices of records management including records retention laws, records tracking and archiving.
- Advanced principles and practices of record keeping.

- Modern office procedures, methods and equipment including computers.
- Applicable computer software applications.
- Effective managerial methods and practices, work organization and coordination.
- Supervisory principles.
- Extensive knowledge of: federal, state and municipal laws, regulations and policies in the human resources field.

Ability to:

- Oversee and direct management of a comprehensive human resources management program.
- Select, supervise, train and evaluate staff.
- Oversee and participate in classification, compensation and job analysis functions.
- Maintain confidentiality of work performed.
- Ensure citywide compliance with ADA requirements.
- Conduct an efficient recruitment, selection and retention program.
- Review and resolve employee grievances in accordance with labor agreements.
- Oversee and participate in labor negotiations.
- Develop and administer program goals, objectives and procedures.
- Investigate employee grievances.
- Oversee, develop and administer an efficient records management system.
- Develop procedures and practices regarding information dissemination
- Act on behalf of City Clerk
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations governing employment and human resources management.
- Operate office equipment including computer and supporting word processing and spreadsheet applications.
- Exercise initiative, tact and judgment relative to work activity

- Plan, organize and supervise the work of others.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

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:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, human resources or a related field.
- A Master's degree in Public or Business Administration, Communications, Human Resources, Personnel Management or closely related field is desirable but not required.

Experience:

- Five years of increasingly responsible management or administration of related public sector administrative programs.

License or Certificate

- Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting, operating office equipment; ability to travel from site to site in performance of job related duties.

Vision: Vision sufficient to read small print, computer screens and other printed documents.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.