CLASS TITLE: Director of Administrative Services

CHARACTERISTICS OF THE CLASS: Under direction, the class directs and manages administrative, fiscal and procurement functions for a large city department; and performs related duties as required.

ESSENTIAL DUTIES: Manages professional and clerical staff engaged in budget preparations, purchasing, timekeeping and payroll, personnel processing, record keeping, facilities maintenance, voucher processing and accounts payable functions; directs staff responsible for office management functions to ensure departmental needs for information services and computer support, office equipment and supplies, graphic services and other support services are effectively met;

prepares budgets and oversees the maintenance of accounting and financial records and prepares various fiscal reports to account for corporate and non-corporate fund expenditures; coordinates the preparation of contract specifications and documents for the purchase of equipment, professional services and other goods and supplies; coordinates with vendors, consultants and city personnel to facilitate the implementation of new information systems and the acquisition of new computer equipment; oversees the preparation of operating and special program budgets; authorizes invoices for payment to vendors; advises management on budgetary requirements and personnel rules, policies and procedures; administers personnel programs at the district or bureau level including employment hiring and processing, progressive discipline, and employee relations functions; ensures proper maintenance of facilities including provision of needed custodial services; establishes work standards and evaluates staff performance; prepare reports on productivity, operating and personnel costs and administrative work operations for management review.

RELATED DUTIES: Prepares grant applications for federal and state funding of programs; participates on projects to streamline administrative and programmatic procedures in order to create cost efficiencies.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by five years of progressively responsible budgetary, personnel or office administration experience including two years of supervisory experience, or an equivalent combination of training and experience.
CLASS TITLE: Administrative Manager  (Cont'd)


Ability to plan, supervise and review the work of subordinate personnel. Ability to develop and implement operating work policies and procedures. Ability to operate a personal computer.

Good skill in the application of business administration principles and practices. Good skill in developing and implementing administrative processes. Good financial management skills. Good supervisory skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2004
City of Chicago
Department of Personnel