

**COUNTY OF SOLANO**

**DIRECTOR OF ADMINISTRATIVE SERVICES**

Est 4/00  
Rev 08/12, 07/14, 8/23  
CSC exempt

**DEFINITION**

Under general direction of the Department Director, Assistant Department Director, or designee, performs a wide variety of management and administrative duties which involve responsibility for the administrative activities of a large, highly complex department, including the department's budget and fiscal affairs; and to perform related work as required.

**CLASS CHARACTERISTICS**

This is a single position within the department to which assigned with the exception of the Department of Health and Social Services where there may be up to one position assigned to oversee Public Health and Family Health Services, one position assigned to the Behavioral Health Division, one position assigned to the Social Services Division, and one position assigned to the Administration Division. The Director of Administrative Services performs a variety of difficult management, administrative, financial and analytical assignments; exercises direct line supervision over a large administrative and program staff through subordinate managers.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Confers with the Department Director and/or designee on matters pertaining to departmental policies, procedures, organizations, services, systems, finances, budget issues and related matters; analyzes administrative and operational processes and establishes systems and procedures to insure proper management.
2. Directs the preparation and monitoring of a department's annual budget including analysis and projections of revenue; monitors program performance against projected performance to ensure budget and program objectives are met; evaluates financial data and initiates corrective action; makes recommendations on allocations of funds and personnel.
3. Directs management staff on fiscal, organizational, procedural, system and related issues; prepares policies and procedure statements; reviews and analyzes legislation and prepares position statements; develops and implements fiscal and administrative procedures based on cost benefit analysis.
4. May direct and monitor the extensive recruitment and selection program, promotion, merit increases, training program; makes recommendations regarding disciplinary action.
5. Serves as an advisor in personnel and labor relations activities of the department, including negotiations grievances, and other personnel actions.
6. Supervises and directs, through subordinate supervisors or managers, the fiscal and/or operational staff of the divisions within a large, highly complex department.

**EXAMPLES OF DUTIES (continued)**

7. Conducts feasibility studies; recommends administrative and operational changes to address changing needs; directs, reviews, and evaluates the implementation of changes.
8. Researches, negotiates and monitors contracts and agreements with outside suppliers, services providers, leasing agents and others; or supervises a contract team and ensures department contracting follows procurement and monitoring requirements.
9. Directs the acquisition, allocation and use of equipment and supplies, telecommunications, office and facility space, records storage and retrieval systems, and forms; conducts research and develops procedures to improve efficiency, and monitors expenditures.
10. Represents the department on, and directs the activities of, committees and task forces for the development, scheduling, implementation and monitoring of programs and projects that impact the Department and other County departments.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Progressively responsible administrative experience at the managerial level, in fiscal, personnel or governmental administrative work and administrative and supervisory experience that demonstrates possession of, and competency in requisite knowledge and abilities. The required education and experience are as follows:

Five years of progressively responsible administrative experience performing administrative, budgetary, and personnel analysis. A minimum of two years must have included first level managerial experience in budget preparation and monitoring, policy analysis, development and implementation and Bachelor's degree in public or business administration, economics, or social or behavioral science.

**Knowledge/Abilities**

Knowledge of: principles and practices in government administration including fiscal management, program planning, personnel management and staff development; knowledge of the principles and practices of public administration, and organization, functions and responsibilities of applicable department; principles of industrial safety, and administrative staff training.

Ability to: apply principles, practices, methods, and techniques of public administration, and management analysis; apply statistics to the gathering, organizing and analysis of data in order to propose solutions to problems; understand, interpret, and apply pertinent rules, regulations, and procedures; plan, assign, supervise, and review the work of subordinate personnel; communicate effectively both verbally and in writing with people of diverse backgrounds; demonstrate tact and diplomacy; establish and maintain effective working relationships with external agencies, the public, county department heads and staff.

**SUPPLEMENTAL INFORMATION**

Independent travel including interstate travel is required.

Incumbents must be able to work in a stressful environment.

Possession of a valid California driver's license and a satisfactory driving record.

Incumbents required to work in a standard office environment and use standard office equipment, including a computer, work outside normal business hours, sight to read printed materials and a computer screen, work may include working with the full range of body movements including reaching, bending, grasping and climbing.

Candidates in this position may be required to pass a background investigation in accordance with applicable laws, regulations or policies.



Debbie Vaughn  
Director of Human Resources

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