



City of Bradenton Job Descriptions

Job Title: ADMINISTRATIVE SERVICES AND FISCAL SUPERVISOR

Date Prepared: March 3, 2016

Department/Location: Public Works & Utilities

FLSA Status: Non-exempt

Supervision Exercised: Limited

Supervision Received: Director, Assistant Director and Section Managers

General Purpose of the Position: This is highly responsible professional, technical, and administrative position providing assistance directing and coordinating the administrative functions within the Department. It requires a thorough knowledge of departmental programs, procedures and policies. Work is generally performed within established rules, regulations and policies. An employee in this class may assist in resolving the more complex and unusual administrative situations. Work is carried out with considerable latitude, requiring independent judgment and initiative within the framework of delegated authority and responsibility. Work is reviewed through conferences, observation, analysis of reports and recommendations and evaluation of results achieved.

Work involves the review and evaluation of departmental budget requests and the formulation and control of the approved annual operating budget. This includes working closely with the superintendents of each section within the Department to establish, refine, and track individual line item budgets. Work includes the review and evaluation of departmental budget requests through coordination with City personnel to review written justification of proposed expenditures and consideration of historical budget records and contemplated personnel and program changes. Work involves the continued review and control of expenditure requests and changes in order to conform to established budgetary guidelines.

Work includes responsibility for managing department training activities in accordance with legal requirements and City policies and procedures. Included in the work are the development, installation and maintenance of policies, system procedures and forms necessary for Department training activities, including recommendations for improvement. Work involves frequent contact with vendors.

Work may also involve assisting in the development, writing, review and revision of overall department Standard Operating Procedures (SOPs); with responsibility and latitude to recommend, review, and evaluate proposals for new programs and services for presentation to the



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Director and Assistant Director. Work involves responsibility for developing and implementing effective methods for the selection, assembly and organization of significant data to permit effective analysis, to include the development of valid conclusions and recommendations for appropriate solutions to improve the effectiveness of the Department.

Essential Duties and Responsibilities:

- Assists in the planning, development, administration and review of the Department's annual budget to include refining final departmental budget requests and preparing a proposed budget document for review and final approval by City personnel.
- Develops and administers departmental payroll.
- Administers and controls departmental expenditures; prepares and reviews financial statements and advises the Assistant Director and Director of the Department's financial status. Analyzes and maintains detailed and complex reports, summaries and records.
- Confers with department personnel regarding justification for budget requests, anticipated personnel and program changes and the resolution of budgetary problems. Initiates the development of municipal purchasing policies; develops, recommends and installs appropriate systems, records, forms, procedures and controls pertaining to purchasing.
- Analyzes bids and proposal quotations for specifications and quantities; prepares bid reports for the Director. Conducts purchasing research, value analysis, and life cycle costing studies on all required equipment to include the police fleet and associated accessories and build out; analyzes findings and reports.
- Coordinates and compiles Department performance measures.
- Provides support to City's Risk Manager to identify and analyze Department safety and training needs.
- Under the direction of the Assistant Director, develops and delivers safety and training modules and workshops in coordination with Section Managers and in support of the Risk Manager.
- Under the direction of the Director and Assistant Director, maintains the Department's Emergency Management Plan and Continuity of Operations Plan(s).
- Manage documentation of emergency work performed and coordinate all documentation and FEMA reimbursement for the Department.
- Coordinate with supervisors within Department to establish and maintain list of required SOPs and assist supervisors with the development and maintenance of each SOP.
- Analyzes and maintains detailed and complex reports, summaries and records. Meets regularly with Department employees to determine purchasing needs, plans and schedules projects.
- Participates with data processing staff in determining best processes for the specific function to be accomplished.
- Performs related work as assigned.

Skills and Physical Abilities Required:

- Knowledge of the principles and practices of public administration encompassing the principles and practices of a City organization to include planning, research and methodology, including data analysis, selection, interpretation, and dissemination of data. Ability to investigate, interpret and analyze data to resolve operational and administrative problems, particularly from a fiduciary standpoint and render



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advice, as necessary. Ability to analyze complex administrative problems in the area of assigned responsibilities and to interpret and apply general policies in specific situations.

- Thorough knowledge of modern governmental purchasing and material management principles, methods and procedures, knowledge of typical municipal public work and utility materials and equipment, and of sources of supply.
- Knowledge of modern municipal financing principles and practices with the ability to prepare and maintain reports and records.
- Knowledge of the basic components required for research, application preparation and subsequent administration.
- Knowledge of basic statistical methods, techniques and research methodology used in data collection and report presentation.
- Knowledge of the following computer applications to include, but not limited to Microsoft Office applications, such as Word, Excel, PowerPoint, and Access, SPSS and SAS, and Adobe Acrobat.
- Ability to communicate clearly and concisely, orally and in writing.

Computer Equipment and Software Requirements: Some knowledge of the operating characteristics, capabilities and limitation of information technology equipment and systems.

Education and Experience Required/Preferred: Graduation from an accredited four-year college or university with or a related field with preferred experience in the field of public safety and/or budget preparation and control. Preferred graduation from an accredited college or university with a bachelor's degree with course work in business administration, public administration, political science, or accounting and finance, OR three years of experience in an associated field relevant to the listed desired knowledge, skills and abilities; OR an equivalent combination of education, training and experience.

Environmental Conditions: Indoors. Must be able to work closely with others and under possible stressful conditions.

Pay Grade: 118

Salary Range: Minimum: \$19.48/hr.

Maximum: \$29.22/hr.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director _____

Date 12-29-16

Human Resource Director _____

Manager

Date 1/17/17

*Updated March 2014

**Updated Nov 2015

***Updated March 2016

****Updated May 2016