

- Has direct supervision of staff in the Finance Department, IT Department, and Prosecutor's Office.
- Serves as the main contact for external auditors; facilitates annual audits; prepares schedules, analyses and information for the audit; handles responses to audit findings; reviews and approves the final reports.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

- Bachelor's degree in Accounting or a closely related field and five years of financial/audit/budget management experience,
- Three years progressively responsible management experience.
- Three years of supervisory experience, in a government setting or an equivalent combination of education, training and experience.
- Previous management experience in a rural municipality experience preferred.

Required Licenses or Certifications:

- CPA preferred.
- Possession of a valid State of Arizona Driver's license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of leadership.
- Principles and practices of financial management, budgeting and auditing.
- Principles and practices of governmental accounting and GAAP, GASB and GAAS.
- Payroll rules and regulations.
- Principles and practices of leadership.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for financial information and determine the appropriate information format.
- Adapt financial presentations and training to various audiences.
- Prepare complex financial reports, including analysis and narrative.
- Determine broad financial impacts of complex financial situations and proposed legislation.
- Review studies and/or reports prepared by external consultants and auditors for accuracy and completeness.
- Prepare complex spreadsheets and construct and/or modify automated reports.
- Explain the financial impact of payroll rules or regulations.

JOB DESCRIPTION

Administrative Services Director

- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 10 pounds.

Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
New Position	5/2020			40	Exempt	

APPROVED: *Human Resources Director*

DATE: 5/20/2020