

Code: 0379  
Administrative Service  
Clerical, Accounting and General Office Group  
General Administrative Series

CLASS TITLE: **Director of Administration**

CHARACTERISTICS OF THE CLASS: Under direction, manages and directs the personnel administration functions of a large City department; and performs related duties as required.

EXAMPLES OF DUTIES: Oversees all personnel functions and activities in a large City department including employment processing, recruitment, training and development, position classification, labor relations and contract administration, affirmative action, personnel record keeping, employee safety, and payroll administration; develops, implements and interprets departmental personnel policies and procedures and monitors their proper implementation by departmental managers and supervisors; directs the screening and selection of candidates for employment by the department; establishes procedures to ensure the posting of job opportunities for positions subject to labor contract posting and bidding provisions; oversees the preparation and processing of personnel action reports; develops recruitment programs to attract qualified personnel for hard to fill positions in the department; establishes and coordinates training and orientation programs for departmental employees; serves as a liaison between the department and the Department of Personnel on all relevant matters pertaining to personnel administration.

Reviews the appropriateness of the department's position classification requests and submits completed position description questionnaires to the Department of Personnel for the purpose of initiating the proper classification of positions; analyzes the department's personnel requirements and organizational structures and prepares recommendations to departmental managers on current and anticipated personnel costs; participates in the preparation of the department's annual personnel budgets; advises departmental managers on issues pertaining to labor contract administration to ensure the department's compliance with terms of collective bargaining agreements; monitors the department's compliance with established Equal Employment Opportunity and Affirmative Action program objectives and develops strategies to ensure the equitable representation of all demographic groups in the department's workforce; directs staff responsible for the maintenance of employee personnel records; supervises staff responsible for developing and implementing departmental employee work safety standards; oversees staff involved in the preparation and processing of departmental payroll documents to ensure the department's compliance with established timekeeping procedures and payroll administration

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CLASS TITLE: **Director of Administration (Cont'd)**

policies; coordinates the preparation of various personnel reports, statistics and studies for the purpose of apprising management

personnel of significant departmental personnel trends.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration or Public Administration, supplemented by seven years of progressively responsible experience in business or personnel administration, including at least three years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of the principles and practices of professional personnel administration. Extensive knowledge of municipal ordinances pertaining to personnel administration. Considerable knowledge of Affirmative Action legislation. Thorough knowledge of payroll preparation methods.

Ability to develop and implement personnel policies and procedures for a large organization. Ability to direct staff engaged in professional and paraprofessional personnel activities.

Considerable skill in the application of professional personnel administration principles and practices. Good oral and written communication skills. Thorough skill in the analysis of personnel requirements and preparation of personnel budgets for a large organization.

April, 1987