

**CITY OF FERNDALE  
REQUEST FOR COUNCIL ACTION**

**FROM:** Jaynmarie C. Hubanks, FD/ACM

**SUBJECT:** Request to Fill Deputy Administrative Services Director position

**SUMMARY & BACKGROUND:**

As discussed during the fiscal 2009 budget process, there has been an unfilled need for a Deputy position in the Finance area for many years.

Over the past decade, my role with the City has been expanded to include many duties related to other areas as vacancies occurred among various administrative positions. My scope of responsibility has expanded to the point where it is no longer feasible for one Finance professional to fill all of the roles that are currently required. The balance of the Finance staff are clerical and technical employees – none of whom are degreed in accounting or a related business field.

In addition to the current staffing need in Finance, it is time that the City reviews and implements a modern financial software system. The current software has been in place for over 25 years, and while it served us exceedingly well, it will not be supported by our service company in the near future. The time needed to make a software and related hardware conversion will likely take close to 100% of the new position's time in their first year.

I would like to have this position in place at the beginning of January to align with the beginning of the budget process, and in order to start the RFP process on a replacement financial system.

**ATTACHMENTS:** *Job Description for Deputy Administrative Services Director*

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**COUNCIL AGENDA DATE:** November 24, 2008

**CITY ATTORNEY REVIEW:** N/A

**FINANCE DIRECTOR REVIEW:** JCHubanks, 11/17/08

**CITY MANAGER APPROVAL:** Robert J. Bruner, Jr.

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**RECOMMENDED ACTION:**

Moved by , seconded by , to approve filling the Deputy Administrative Services Director position.

**DEPUTY ADMINISTRATIVE SERVICES DIRECTOR**  
**Classification Code: 204**

**Department:** Finance Department  
**Union:** Not Applicable, Non-Union position  
**Classification:** FLSA Exempt (Administrative)

**GENERAL STATEMENT OF DUTIES**

Performs a variety of complex supervisory, professional, administrative, and technical functions related to finance, information technology, and personnel, in maintaining the fiscal records and systems of the City.

**SUPERVISION RECEIVED**

Works under the general direction of the Finance Director/Assistant City Manager.

**SUPERVISION EXERCISED**

Exercises supervision over Accounting, Treasury, Assessing, and Personnel clerical and technical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the oversight of the central computerized financial and management information system of the City. Assists in determining work procedures, preparing work schedules, and expediting workflow; Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes. Assists staff to diagnose and solve computer equipment problems.
- Prepares and solicits proposals for hardware and software solutions. Consults with management to determine information requirements and priorities of data processing and office automation projects, and to discuss system needs.
- Assists in the establishment and maintenance of internal control procedures and assures that state and national standard accounting procedures are maintained.
- Maintains financial records. Provides oversight and reconciliation of ledgers and accounts.
- Performs or assists subordinates in completing duties, adjusting errors, and resolving complaints. Assists in the oversight of personnel, payroll, accounts payable, tax and other accounts receivable, utility and other billings, and general accounting functions.
- Assists in budget preparation and execution. Prepares financial studies, forecasts, estimates, and other reports at the direction of the Finance Director/Assistant City Manager for decision-making purposes.

- Performs cost-of-service studies for utility rate considerations.
- Prepares Federal, State, and other required reports.
- Assists in the oversight of recordkeeping for insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, grievances, arbitrations, and terminations.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Communicates tactfully and diplomatically with elected officials, administrative officials, department staff, and the general public.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Assists in the training and development of financial staff.
- Performs other work as assigned or assigned.

## **PERIPHERAL DUTIES**

- Serves as member of the City's management team in labor negotiations; Costs out proposals; Analyzes benefit costs and proposed changes to benefits. Conducts wage survey within labor market to determine competitive wage rate.
- Develops finance related ordinances and resolutions.
- Assists in the investment of City funds.
- Provides professional advice to supervisors. Makes presentations to supervisors, boards, commissions, civic groups, and the general public.
- Perform general management duties for the Finance Director/Assistant City Manager as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in accounting, finance, information systems, business, or public administration, or a closely related field.
- M.B.A., or related graduate degree, preferred.
- Five (5) years of progressively responsible municipal finance experience, including two (2) years in a supervisory capacity.

## Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of governmental accounting theory, principles, practices, and internal control; considerable knowledge of office automation, computerized financial applications, and information technology; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions.
- Considerable knowledge of budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.
- Working knowledge of personnel management theory, principles, and practices including labor negotiations, grievance resolution, and the arbitration process; considerable knowledge of labor relations in a municipal environment including the Public Employment Relations Act and fact finding reports, the Compulsory Arbitration Act and Act 312 awards; knowledge of public employer pension and 401(a) plans.
- Skill in operating the listed tools and equipment.

## **SPECIAL REQUIREMENTS**

- Valid Michigan driver's license, or the ability to obtain one within one (1) month.
- Must be bondable.

## **TOOLS AND EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software.
- Mainframe computer systems.
- General office equipment including a 10-key calculator, telephone, copy machine, and fax machine.

## **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision or other powers of observation required by this job include close vision and the ability to adjust focus.
- Specific hearing and speech or other communication capabilities required by this job include the ability to communicate effectively in person and over the telephone.

## WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

## SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Jaynmarie C. Hubanks Approval: Robert J. Bruner, Jr.  
Supervisor Appointing Authority

Effective Date: November 1, 2008

Revision History: October 31, 2008