

**DIRECTOR OF THE MAYOR’S OFFICE OF ADMINISTRATIVE SERVICES**

**General Statement of Duties and Responsibilities:**

This is a management class of positions.

Under executive direction, with broad latitude for independent action and decision making advises the Mayor’s Chief of Staff on all fiscal, operational and administrative matters concerning the Office of the Mayor.

**Examples of Typical Tasks**

Directs the work of the all the Administrative Services operational units and personnel; including but not limited to: Fiscal Operations; Human Resources; MIS; Payroll and Timekeeping; Facilities, Construction, Management and Operations; the Print Shop and any other relevant operational units related to the Office of the Mayor.

Leads interdisciplinary teams tasked with the development and implementation of reforms to improve administrative functions and customer service for the Office of the Mayor.

Manages and coordinates the development and completion of internal and external agency projects that impact agency operations and service delivery.

Directs, develops and integrates efforts that increase operational efficiencies, clarify and coordinate communications across service areas, and enhance client services. Efforts include but are not limited to enhancement and consolidation of operating systems, processes and policies.

Acts as the liaison to programmatic units within the Mayor's Office, City agencies, the Office of Management and Budget and oversees operating budget, including the planning and management of resources.

Develops and implements budget reduction initiatives. Identify budget risks and develop funding proposals.

**DIRECTOR OF THE MAYOR’S OFFICE OF ADMINISTRATIVE SERVICES**

Directs a team responsible for providing budgeting, accounting and contracting services for the Office of the Mayor. Is responsible for the agencies financial reporting and ensuring compliance with City financial and procurement policies.

Serves as Agency Chief Contracting Officer, responsible for the development of procedures for the administration of contract and procurement activities, from solicitation through award and contract registration.

Co-lead of the Mayor’s Office’s Continuity of Operations (COOP) team

**Qualification Requirements**

A Baccalaureate degree from an accredited college or university and five years of full time professional experience including a minimum of three years in financial management of which at least two years must have been in an administrative, managerial or executive capacity or supervising personnel performing activities related to the duties of the position

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.