

**RESOLUTION NO. 7653**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE  
AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION  
CLASSIFICATION PLAN) CREATING THE DEPUTY DIRECTOR OF  
ADMINISTRATIVE SERVICES/FINANCE POSITION AND JOB SPECIFICATION  
IN THE ADMINISTRATIVE SERVICES DEPARTMENT AND UPDATING  
THE SALARY PAY TABLE**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, as a result of the consolidation of the Personnel and Finance Departments into the new Administrative Services Department and the reorganization of the Finance Division, the proposed Class Specification and Attributes for the Deputy Director of Administrative Services/Finance position was created attached hereto as Exhibit "A"; and

**WHEREAS**, no budget amendment is necessary because the Deputy Director of Administrative Services/Finance will be assigned the salary range as approved in the FY 2014-15 budget, the approval of this new job specification does require the adoption of an updated Salary Pay Table which is attached hereto as Exhibit "B", and

**WHEREAS**, the Deputy Director of Administrative Services/Finance will manage and oversee the Finance Division;

[Remainder of page left blank intentionally]

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the amendment to Resolution No. 6454 (Salary Resolution and Position Classification Plan) which creates the Deputy Director of Administrative Services/Finance position in the Administrative Services Department and approves the Class Specification and Attributes for this position.

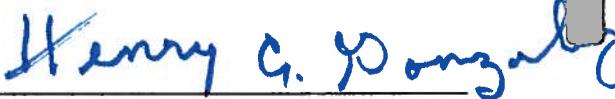
**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specification (Class Specification and Attributes) for Deputy Director of Administrative Services/Finance position attached hereto as Exhibit "A."

**SECTION 3.** The City Council hereby approves and adopts the proposed updated Salary Pay Table attached hereto as Exhibit "B."

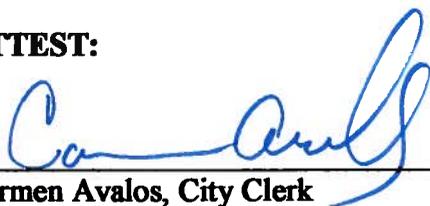
**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 24<sup>th</sup> day of February 2015.

**CITY OF SOUTH GATE:**

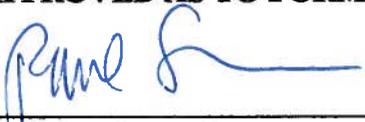
  
Henry C. Gonzalez, Mayor

**ATTEST:**

  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
Raul F. Salinas, City Attorney

**City of South Gate**  
CLASS SPECIFICATIONS AND ATTRIBUTES

**DRAFT**

**DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES/FINANCE**

**DESCRIPTION**

Under the general administrative direction of the Director of Administrative Services, plans, directs, manages, oversees and evaluates the financial activities of the City including budget, general accounting, payroll, financial reporting, business licensing, purchasing, water utility billing and customer service.

**CLASS CHARACTERISTICS**

The Deputy Director of Administrative Services/Finance is responsible for the management and direction of all Finance Division activities.

**SUPERVISION RECEIVED**

Works under the general administrative direction and supervision of the Director of Administrative Services.

**SUPERVISION EXERCISED**

Exercises direct supervision over the Finance Division functions and staff.

**ESSENTIAL FUNCTIONS**

*Essential functions include, but are not limited to, the following:*

Assumes full management responsibility for all finance services and activities including planning, organizing and directing all internal support functions.

Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

Plans, directs and coordinates, through staff, the City's Finance Division work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

Trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Participates in the development and administration of the City-wide budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Supervises and participates in the development, maintenance and operation of the general accounting system and business license system.

Supervises the preparation, auditing and disbursement of claims and demands against the City, including all payroll functions.

Analyzes and interprets financial and economic data.

Conducts financial planning, prepares departmental budget estimates and administers expenditures from approved funds.

Supervises the collection of delinquent accounts and the maintenance of property records, inventories, and amortization schedules.

Conducts financial reporting on state and federal subventions and grants.

Prepares reports and correspondence and maintains departmental records.

Conducts and manages special studies designed to increase the efficiency and economy of municipal operations.

Perform related duties as required.

### **QUALIFICATIONS**

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in government finance, public administration or a related field. Master's degree preferred.

**Experience:**

Four years of increasingly responsible finance, accounting, or related experience, including two years of management and administrative responsibility.

**License or Certificate:**

Possession of a valid California Class C Driver's License and a satisfactory driving record are required at the time of appointment and throughout employment in this position.

**Knowledge, Skills and Abilities**

**Knowledge of:** operations, services and activities of the Administrative Services Department; principles and practices of governmental accounting and auditing, budgeting, taxation, revenue and record keeping procedures; principles and practices of supervision, leadership, customer service and public contact; interpretation and implementation of local, state and federal codes, laws and regulations.

**Ability to:** manage and direct programs and activities of the Finance Division; interpret, apply and explain financial data, related laws and regulations; analyze data and prepare reports of related activity; direct the preparation and maintenance of accurate records; supervise, plan and organize work for subordinate staff to meet deadlines; work effectively with financial contractors, employees and the general public; work independently with little direction; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

**ADDITIONAL INFORMATION:****CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment 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. The employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb stairs; balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. The incumbent is not substantially exposed to adverse environmental conditions, and is regularly required to travel to different sites and locations throughout the City of South Gate.

Deputy Director of Administrative Services/Finance  
Adopted 02/24/2015

## Salary Pay Table

### Pay Plan Category F - Unclassified Division Management

Effective 02-24-2015

		Step A	Step B	Step C	Step D	Step E
650	BUILDING OFFICIAL	7,881	8,275	8,689	9,123	9,579
650	ECONOMIC DEVELOPMENT MANAGER	7,881	8,275	8,689	9,123	9,579
650	DEPUTY DIRECTOR OF ADMIN SERV/HR & RM	7,881	8,275	8,689	9,123	9,579
650	DEPUTY DIRECTOR OF ADMIN SERV/FINANCE	7,881	8,275	8,689	9,123	9,579
652	HOUSING ADMINISTRATOR	6,994	7,344	7,711	8,097	8,502
654	CODE ENFORCEMENT MANAGER	6,889	7,233	7,595	7,975	8,373
655	DEPUTY DIRECTOR OF PARKS & RECREATION	6,167	6,476	6,799	7,139	7,496
655	PARKS SUPERINTENDENT	6,167	6,476	6,799	7,139	7,496
658	ASSISTANT CITY ENGINEER	8,107	8,513	8,938	9,385	9,854

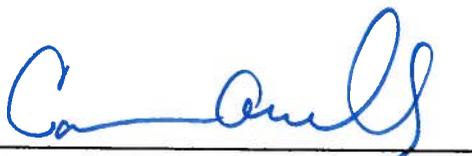
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA        )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7653 was adopted by the City Council at their Regular Meeting held on February 24, 2015, by the following vote:

**Ayes:            Council Members:   Gonzalez, Morales, Davila, De Witt and Hurtado**  
**Noes:           Council Members:   None**  
**Absent:         Council Members:   None**  
**Abstain:        Council Members:   None**

Witness my hand and the seal of said City on March 9, 2015.



**Carmen Avalos, City Clerk**  
**City of South Gate, California**