

MUNICIPAL OPERATIONS DIRECTOR

DEFINITION: To serve as the executive director of the Municipal Operations Department; to plan, organize, direct and coordinate the programs and services of the Department; to serve as a member of the City Manager's executive management team; and to provide highly responsible and professional staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED: Receives general administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical and clerical personnel.

ESSENTIAL DUTIES: The following essential ~~dutiesfunctions~~ are typical for this classification. Incumbents may not perform all ~~of~~ the listed ~~dutiesfunctions~~ and/or may be required to perform additional or different ~~assignmentsfunctions~~ from those below to address business needs and changing business practices:

- Plan, direct, and review the activities and operation of the Municipal Operations Department; administer the overall programs and activities of the department including, construction, maintenance and repair activities assigned to the department including streets, facilities, parks, trees, bridges, beaches, ~~storm drains, tidal valves,~~ vehicles, refuse and recycling collection, City trolley system operations, and street cleaning other maintenance and operation programs as assigned; assess community service expectations and requirements and develop appropriate methods to meet service requirements; ensure the maximum utilization of manpower, equipment, and supplies;
- Develop, plan and implement departmental goals and objectives; ~~develop,~~ recommend and administer approved policies and procedures; coordinate departmental activities and staff resources with those of other City departments (and in particular with the Public Work and Utilities Departments); and outside agencies and organizations; provide professional and technical advice and assistance to the City Manager and City Council on matters related to departmental functions; Prepare and present staff reports and answer questions;
- Plan, organize, select and supervise the work of departmental staff; coach, motivate, monitor, correct and evaluate staff performance; develop and implement staff training programs and plans; recommend employee recognition, discipline and termination; ensure that City personnel policy and employee agreements are implemented and applied consistently within the department;
- Review, select, oversee and manage contracted operations and maintenance services, ensure required quality and work effort is met; maintain appropriate

[contracts, records, and files; oversee and process related invoices](#) and [contract work changes](#);

- Supervise and participate in the development of the departmental budget; participate in the forecast of revenue, expenses and additional funds needed for staffing, [contracted services](#), equipment, materials, and supplies; administer the approved departmental budget and guide subordinate managers in developing and administering division and unit budgets;
- Administer an Internal Service Fund program for vehicle and equipment maintenance and replacement; [ensure City vehicle maintenance is completed with high quality and in a timely manner](#)
- Represent the City and participate in professional and public meetings and organizations, as appropriate; attend staff meetings; participate in mandated training and staff development; respond to and meet with property owners, homeowner groups, business districts, and the public; meet with, provide information and negotiate with various regulatory agencies to satisfy their requirements; represent the City as a witness in legal actions;
- Oversee and direct departmental office operations; maintain appropriate records and files; coordinate workflow; prepare reports, agenda items, memoranda, letters and other forms of correspondence; and
- Perform related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential ~~duty~~[function](#). The requirements listed below ~~are~~ ~~representative of~~ the knowledge, skill, and ~~for~~ ability required.

Knowledge of:

Advanced principles and practices of public works operations administration and [maintenance engineering](#), and the materials, methods, practices and equipment used in the construction, maintenance and repair of community assets, such as trees, parks, beaches, bridges, [piers and docks](#), streets, storm drains, tidal valves, facilities, vehicles and equipment, and refuse [and recycling](#) collection;

[Local transit operations and maintenance; route and operational logistics, transit stop and vehicle maintenance and cleaning, State rules and regulations governing transit operations, management of contracted operations/staff, basic program marketing and ridership data gathering, and passenger safety and enjoyment;](#)

Principles and practices of organization, administration and personnel management and leadership, particularly as applied to the analysis and evaluation of programs, policies and operational needs;

Park [operationsdevelopment](#), construction, and maintenance;

Principles and techniques of budget development and administration;

Applicable Federal, State and local laws, ordinances, codes and regulations;

Principles of leadership, supervision, training and performance evaluation;

Current technological and communication equipment and software applicable to the delivery of departmental services to internal and external customers;

Occupational hazards and safety precautions necessary in the work;

Principles and practices of [building operations and maintenancecivil engineering](#) as they relate to public [works](#) facilities;

Modern office practices, procedures, methods and equipment;

Principles and practices of operating an integrated solid waste management system; and

The use of a PC and applicable software.

Ability to:

Direct, plan and organize the activities of a comprehensive citywide services department responsible for a broad range of public works activities such as, facilities, field and equipment maintenance programs and services;

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

Interpret and apply City policies, procedures, rules and regulations;

Develop and administer sound departmental policies and procedures;

Stay abreast of new trends, innovations, standards and guidelines in the applicable areas of public works administration, and facility, field, and equipment maintenance;

Gain cooperation through discussion and persuasion;

Select, supervise, train and evaluate personnel;

Prepare and administer a departmental budget;

Develop and maintain a partnership with the Community in providing effective and responsive general services;

Communicate clearly and concisely, both orally and in writing;

Regularly and predictably attend work;

Engage in face-to-face meetings;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted in the course of work.

This position may be required to work overtime hours as needed.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

EXPERIENCE, EDUCATION AND LICENSE &/OR CERTIFICATE: A combination of experience and education ~~which~~that would likely provide the required knowledge and abilities ~~to may be~~qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of increasingly responsible public works services experience in the areas of streets, parks, trees, storm drains, bridges, facilities and vehicle maintenance and replacement, including at least three years of responsible management and supervisory experience. Comparable experience in public beach maintenance and refuse service administration is highly desirable.

Training: Completion of coursework leading to a bachelor's degree with major coursework in public administration, business administration, civil engineering.

[facilities operation/management](#), or a closely related field. A master's degree in public administration, business administration, or a closely related field is desirable.

License or Certificate: Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

Additional Requirement: Prior to employment, the prospective candidate must successfully complete a thorough background review, including being fingerprinted by Newport Beach Police Department.

Disaster Service Worker: In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Employee Group: Key & Management
FLSA Designation: Exempt
Department: Choose an item.
Revised: (mwd) 10/02/17
Revised: 11/14/25

ADMINISTRATIVE SERVICES AND FINANCE DIRECTOR

DEFINITION: To serve on the City's executive management team as the Administrative Services Director/City Treasurer; to plan, organize, and direct oversight of activities including finance, purchasing, and human resources; coordinate budget administration, inclusive of accounting and financial reporting, treasury and debt administration, revenue and tax administration, fiscal planning and analysis, purchasing, payroll and other centralized fiscal service functions and to coordinate comprehensive personnel and employer-employee relations; and to provide highly responsible and professional staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED: Receives general administrative direction from the City Manager. Exercises direct supervision over the Department's management, supervisory, professional, technical and clerical administrative support staff members.

ESSENTIAL DUTIES: The following essential functions are typical for this classification. Incumbents may not perform all the listed functions and/or may be required to perform additional or different functions from those below to address business needs and changing business practices:

- Plan, direct, and review the operation, services and activities of the Administrative Services Department;
- Direct the operations of the Finance Division including budget administration, accounting & financial reporting, treasury and debt administration, revenue and tax administration, fiscal planning and analysis, purchasing, payroll and other centralized accounting and fiscal service functions;
- Direct the operations of the Human Resources Division; administer the overall operation of employer-employee relations, classification and compensation, recruitment and selection, employee development, employee performance evaluation, and general personnel policy and records administration;
- Advise and guides department heads and other managerial and supervisory staff in the implementation of meet and confer employee agreements, interpretation and consistent implementation and application of City personnel policies and practices, legal requirements governing personnel related decisions and transactions, employee recognition, training and development, benefits, recruitment and selection, discipline and other personnel processes;
- Assess internal customer and community expectations and service requirements and develop appropriate methods to meet service requirements; ensure the maximum utilization of manpower, equipment, and supplies;

- Plan, organize and direct the preparation, implementation and control of the City's annual operating budget; forecast City revenues, expenditures and year-end balances; direct and participate in various fiscal and strategic planning efforts; review, evaluate and recommend the City's financial internal control systems and procedures and ensure audit compliance;
- Provide financial assistance and support to City departments, direct treasury and debt administration programs; direct the preparation of a wide variety of financial reports; assess community service expectations and requirements and develop appropriate methods to meet service requirements; ensure the maximum utilization of the workforce, equipment, and supplies;
- Develop, plan and implement departmental goals and objectives; develop, recommend and administer approved policies and procedures to ensure fiscal sustainability; coordinate departmental activities with those of other City departments and outside agencies and organizations; provide professional and technical advice and assistance to the City Manager and City Council on matter related to departmental functions; prepare and present staff reports and answer questions;
- Plan, organize, select and supervise the work of departmental staff; coach, motivate, monitor, correct and evaluate staff performance; serve as the second level supervisor of staff supervised by division managers and review performance evaluations prepared by subordinate managers; develop and implement staff training programs and plans; recommend employee recognition, discipline and termination; ensure that City personnel policy and employee agreements are implemented and applied consistently within the department;
- Represent the City and participate in professional and public meetings and organizations, as appropriate; attend staff meetings; participate in mandated training and staff development; respond to and meet with property owners, homeowner groups, business districts, and the public; meet with, provide information and negotiate with various regulatory and credit rating agencies to satisfy their information and reporting requirements; represent the City as a witness in legal actions; may serve as a representative on the City's employer-employee negotiations team;
- Oversee and direct departmental office operations; maintain appropriate records and files; coordinate workflow; prepare reports, agenda items memoranda, letters and other forms of correspondence; and
- Perform related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Advanced principles and practices of public sector financial management and human resources administration, including oversight of budgeting, financial reporting, treasury and debt management, revenue administration, classification and compensation, labor relations, and employee development; and the ability to provide executive direction to technical experts in both disciplines while ensuring compliance with applicable federal, state, and local laws, regulations, and professional standards;

Advanced principles of leadership;

Principles of treasury management and debt administration;

Principles and techniques of budget development and administration;

Principles and techniques of revenue and tax administration;

Principles and practices of organization, administration and personnel management and leadership, particularly as applied to the analysis and evaluation of programs, policies and operational needs;

Applicable Federal, State and local laws, ordinances, codes and regulations;

Principles of supervision, training and performance evaluation;

Modern office practices, procedures, methods and equipment; and

The use of a PC and applicable software.

Ability to:

Direct, plan and organize the activities of comprehensive, citywide finance and human resources divisions, including accounting, budget, payroll, purchasing, treasury and other central services; employee relations; classification and compensation; recruitment and selection; and labor relations;

Develop and install sound accounting systems and procedures;

Maintain positive labor relations;

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

Interpret and apply City policies, procedures, rules and regulations;

Develop and administer sound departmental policies and procedures;

Stay well-informed of new trends, innovations, standards and guidelines in the fields of municipal accounting and financial reporting, treasury and investment, indebtedness and revenue, human resources administration, and labor relations;

Gain cooperation through discussion and persuasion;

Select, supervise, train and evaluate personnel;

Prepare and administer a citywide budget;

Communicate clearly and concisely, both orally and in writing;

Regularly and predictably attend work;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted during work.

This position may be required to work overtime hours as needed.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

EXPERIENCE, EDUCATION AND LICENSE/CERTIFICATE: A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of increasingly responsible professional public sector experience in accounting, finance, human resources, or related areas, including at least three years of responsible management and supervisory level experience.

Education: A bachelor's degree in accounting, finance, public administration, business administration or a closely related field. A master's degree in public administration, business administration or a related field is desirable.

License or Certificate: Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record may be required.

Disaster Service Worker: In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Group: Key & Management Compensation Plan, Executive
FLSA Designation: Exempt
Department: Administrative Services

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09/05/12
11/10/20
Unarchived/revised 11/19/25