



<b>Department:</b>	Finance
<b>Bargaining Unit:</b>	Executive Management
<b>Salary Range:</b>	X76
<b>Last Revision:</b>	December 1997

---

## **FINANCE DIRECTOR**

### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Finance Department including accounting, data processing, purchasing, and finance; to coordinate assigned activities with other City departments, and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Finance Department services and activities including accounting, data processing, purchasing, and finance; recommend and administer policies and procedures.

Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Finance Department to other City departments, elected officials and outside agencies; explain and interpret Finance Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the Finance Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manage and participate in the development and administration of the Finance Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of a implement budgetary adjustments as necessary.

Coordinate Finance Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence; review the financial condition of the City and prepare monthly reports on significant financial achievements.

Plan, organize, and coordinate the development of the City=s annual cooperation and capital improvement budgets; assist the City Manager in developing budget policy; recommend the budget for City Manager and Council approval; approve fund transfers; oversee the collection and disbursement of City funds.

Prepare annual financial statements; conduct internal audits including verifying claims, making adjustments, and preparing adjusting entries.

Coordinate City purchasing activities with the operating departments; administer bond and grant programs.

Develop specifications, evaluate proposals, recommend consultant selection, and monitor and administer contracts for contract and consultant services; develop and coordinate with consultants on utilities rate setting and debt financing.

Provide recommendations for revenue enhancements; prepare necessary resolutions and ordinances; invest the City's idle funds.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fiscal programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal finance.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as City Manager upon the request or absence of the City Manager.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive municipal finance program.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Principles, practices, and methods of complex governmental accounting, funding, investments, taxation, and purchasing.

Analytical principles and practices used in gathering, evaluating, verifying, interpreting, projects, and forecasting financial data.

Automated financial management systems and computer accounting software programs.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Mathematical and statistical theories, applications, and techniques.

### **Skill to:**

Operate modern office equipment including computer equipment.

### **Ability to:**

Provide administrative and professional leadership and direction for the Finance Department.

Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient financial services.

Select, supervise, train, and evaluate staff.

Identify and respond to City Manager and City Council issues, concerns, and needs.

**Ability to:**

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

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets allocate limited resources in a cost effective manner.

Prepare, examine, and verify financial statements, documents, reports, and analyses.

Develop, revise, install and utilize manual and automated fiscal management systems.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five (5) years of increasingly responsible municipal finance administration experience including two (2) years of management and supervisory experience.

**Training:**

A Bachelor's degree or higher from an accredited college or university with major course work in accounting, finance or a related field.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, certification as a Certified Public Account desirable.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with the employees regularly required to stand, walk; sit; use hands; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities are required to perform this job. The noise level in the work environment is usually quiet. Ability to travel to different sites and locations.

**Effective Date:** December 15, 1997