



## FINANCE DIRECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

The Finance Director is an executive level, at-will classification that is not part of the civil service system and reports directly to the City Manager. This classification oversees the City's financial services division, business license function, information technology operation as well as serves as the City's budget officer and City Treasurer. The Finance Director plans, organizes, and directs the City's income and expenditure estimates, fiscal record activities and serves on a variety of multi-agency boards and consortiums. The Finance Director plays an integral role on the City's executive team providing strategic input on a variety of Citywide and organizational issues.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Oversee and manage the General Ledger, Accounts Payable, Payroll, Accounts Receivable, Treasury, Business License and Water Billing sections of the Financial Services Division.
- Assist in the development and implementation of goals, policies and priorities relating to the finance and information technology divisions of the City.
- Reviews policies and procedures on all accounting, budgeting, and other financial matters and recommends changes to existing policies and procedures as needed.
- Plan, organize and oversee the City's annual budget preparation process. This includes sending out annual budget instructions and pertinent financial data to operating departments; reviewing department budget submittals and compiling for City Manager review; preparing annual budget presentation to City Council and the public, and designing annual budget document.
- Review and administer ordinances and policies for water utility billing and collection.
- Track ongoing revenues and expenditures and makes appropriate mid-year adjustments and recommendations based on financial projections.
- Develop and implement strategic plan for City's information technology operation.
- Coordinate Department activities with internal customers and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; identify and develop highly skilled staff members.
- Participate in the development and implementation of special projects

### **QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

- Sufficient education and experience to perform the above duties. A typical qualifying background would be graduation from an accredited college or university with a Bachelor's Degree in financial management, public administration or a closely related field. A Master's degree in public administration, finance or related field is highly desirable.
- Five (5) years increasingly responsible experience in the supervision and management of local government financial operations.
- One (1) year experience overseeing an information technology division or operation.

- Experience in preparing an annual budget for municipality or other public agency.

License/Certificates:

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:**

- Principles and practices of public administration, city management and supervision.
- Laws and regulations related to public administration; principles and practices of local government budgeting and financial administration.
- Computerized systems relating to fiscal operations and general office management.
- Quantitative and management analysis techniques to determine fiscal impacts on the City.
- Computer systems.

**Ability to:**

- Use effective leadership and supervisory skills to promote full performance and high morale.
- Effectively administer financial activities
- Acquire a thorough knowledge of City programs and policies
- Prepare concise and accurate administrative and financial reports
- Communicate effectively both verbally and in writing
- Maintain effective working relationships with those contacted in the course of work
- Make effective public presentations
- Prepare complex and accurate reports
- Provide excellent customer service to both internal customers and the public
- Plan, organize, and complete special projects.

**ADA Special Requirements:**

- Ability to operate computer
- Function in a normal a standard office environment
- Physical Ability to bend, stoop or crouch to retrieve files
- Ability to work irregular and/or extended hours

D103  
FINANCE DIRECTOR  
DEPARTMENT HEAD  
EXEMPT  
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