

Deputy Finance Director

Purpose of the role:

Under general administrative direction from the Finance Director, assists in the management and day-to-day operations of the Finance Department; plans, organizes and directs the activities of the Accounting, Information Systems, General Services, Customer Services and Facilities Divisions; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Finance Director serves as acting Finance Director in the Finance Director's absence; and performs related duties as assigned.

Distinguishing Characteristics:

The Deputy Finance Director is an assistant department director with responsibility for policy development, program planning, fiscal management, administration and operational direction of assigned departmental functions or divisions. The incumbent provides highly responsible and complex managerial support to the Director in developing and accomplishing department objectives and goals within guidelines established by the City Council and City Manager. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, controls, integrates and evaluates the work of the Accounting, Information Systems, General Services, Customer Services and Facilities Divisions; develops, implements and monitors long-term plans, goals and objectives with subordinate managers; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- 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.

- Provides leadership and works with managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.
- Provides significant managerial support in the development and administration of the annual department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Supervises the development of periodic financial reports to the City Council, City Manager, City departments and other governmental and regulatory bodies; reviews analytical reports to ensure that data is accurate and complete.
- Consults with and advises departments concerning budgetary and financial issues and problems; assists in the review and analysis of revenue estimates, expenditures and fund conditions; prepares special and periodic financial reports.
- Directs and participates in developing findings, alternatives and recommendations involving complex revenue and financial management issues.
- Monitors developments related to finance and accounting matters and evaluates their impact on City operations and financial programs; recommends and implements policy and procedural improvements.
- Manages the activities of the Information Systems Division to ensure that it provides secure, efficient and timely storage and retrieval of information needed by City departments to serve their customers in a highly productive manner; monitors and evaluates progress in improving utilization of the City's computing capabilities and in supporting installation and enhancement of new applications.
- Manages the activities of the General Services Division including purchasing, reprographics, and mail services.
- Manages the activities of the Customer Services Division to achieve high levels of customer service in administering a variety of billing, license and collections programs.
- Manages the activities of the Facilities Division to ensure an appropriate balance between level of service and cost.
- Oversees internal audits to ensure that the City is maintaining proper internal controls and is in compliance with established policies and procedures.
- Assists independent auditors with their annual audit of the City; monitors, follows up and reports on implementation of auditor findings.
- Provides staff assistance to the Finance Director; completes special projects as assigned; represents the Finance Director with senior management and the City Council; serves as acting Finance Director in the Finance Director's absence; prepares and presents staff reports and other necessary correspondence.
- Maintains effective relationships with a variety of community organizations, groups and individuals to promote positive public relations; coordinates assigned activities with those of other

departments and outside agencies and organizations.

- Maintains current knowledge of new trends and innovations in the field of municipal financial management; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive municipal financial management program.
- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of program development and administration.
- Principles and practices of cost accounting.
- Principles and practices of internal control and auditing.
- Practices and methods of public agency financing.
- City functions and associated financial management issues.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- Principles and practices of public purchasing and contracting, including competitive bidding procedures.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Provide complex managerial support in directing a comprehensive municipal financial management program.
- Develop and administer departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

- Research, analyze, and evaluate new service delivery methods and techniques.
- Plan and direct a variety of financial and internal service programs and activities.
- Evaluate financial programs and make sound recommendations for improvement.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Prepare and administer large and complex budgets.
- Prepare clear, concise and comprehensive administrative and technical reports.
- Read and interpret complex data, information and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

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:

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

Experience:

Seven years of progressively responsible professional finance experience, preferably in a governmental agency, including two years in a management or administrative capacity.

**Education and
Experience
Guidelines:**

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

The conditions herein 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 job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; frequent interaction with City staff, officials, and outside auditors.

*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 final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 2/16/12

2/16/2012

- **Changed the requirements under Experience from nine to seven years finance experience. Also changed three years of management responsibility to two years in a management or administrative capacity.**