



Finance Director

Purpose of the role:

Under general administrative direction, plans, organizes and directs the operations, programs and services of the Finance Department; manages and directs the services of the Accounting, Information Systems, General Services, Facilities Maintenance and Public Services divisions; provides expert professional assistance to City management staff on financial, accounting and related matters; acts as City treasurer; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager's Office; and performs related duties as assigned.

Distinguishing Characteristics:

The Finance Director is a department head with responsibility for policy development, program planning, fiscal management, administration and operational direction of all departmental functions. The incumbent is responsible for 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 Finance Department; develops, implements and monitors, with division managers, long-term plans, goals and objectives focused on achieving the City's mission and City Council priorities; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual department goals 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 division managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and 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 division managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.
- Directs the development of and monitors performance against 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.
- Provides comprehensive financial management services and solves a broad range of complex accounting and finance problems; analyzes revenue-generating and cost-reduction proposals for capital and operating programs and prepares revenue projections; directs the preparation and distribution of periodic financial reports to the City Council, City Manager, city departments and other governmental and regulatory bodies.
- Analyzes and develops financing proposals and recommendations; coordinates City and City redevelopment agency issuance of municipal bonds and other financing measures; directs the design and installation of central and department accounting systems; assists the City Manager's Office in the development and administration of the City's budgets.
- Directs and monitors the short- and long-term investment of City funds; develops guidelines and manages the City's cash management program; establishes investment policies within City guidelines and procedures and manages the City's investment portfolio; performs and directs the daily investment of surplus cash; provides for safekeeping and custody of City funds and securities and ensures that all necessary security measures are implemented; maintains and directs the preparation of fiscal records and periodic and special reports for the treasury function.
- Develops and reviews reports of findings, alternatives and recommendations involving a broad range of complex revenue and financial management issues; makes presentations to City management, the City Council, community groups and others on City and redevelopment agency financial status and operations; 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.
- Directs the services 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; oversees and manages the activities of the IT Governance Committee.

- Directs the services of the Public Services division to achieve high levels of customer service and to ensure the effective administration and enforcement of a variety of revenue-producing processes and programs including utility billing, business licenses, parking citation adjudication, animal licenses, transient occupancy tax and other billing, license and collections programs.
- Directs the activities of the Facilities division including central construction projects and the delivery of facilities and custodial services for City departments in a manner that appropriately balances service levels and quality and cost effectiveness.
- Provides staff assistance to the City Manager; completes special projects as assigned; represents the City at various meetings and events; 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.

***Desired
Minimum
Qualifications:***

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.
- Principles, practices, laws and regulations governing the investment and management of public funds.
- 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.

Ability to:

- Manage and direct 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.
- Evaluate the earnings potential of investment vehicles and make investment decisions that maximize financial return while safeguarding the City's assets.
- Define complex financial issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
- Present proposals and recommendations clearly and logically in public meetings.
- 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:

- Team Builder
- Strategic Thinker
- Results Oriented
- Planner and Organizer
- Interpersonally Effective
- Problem Solver and Decision Maker
- 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 and
Experience
Guidelines:**

Education:

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

Experience:

Ten years of progressively responsible professional finance and accounting experience that includes the management and investment of funds, at least three years of which were in a management capacity. Financial management and investment experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

**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: