DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, to plan, organize, direct, and coordinate the financial, treasury, controllership, purchasing, and general support services of the City and other City staff; maintains close liaison with financial institutions and the investment community; and to perform related work as required. This position reports to the Assistant City Administrator.

MANAGEMENT RESPONSIBILITY

This is the Department Head position for overseeing the City's financial, treasury, controllership, purchasing, and general support services functions. All Department work is directed and coordinated by this position.

EXAMPLES OF DUTIES

Plans, organizes, directs, and coordinates the City's financial and general service functions; oversees fiscal planning, accounting, internal control, and audit activities; coordinates the development of the annual operating and capital improvement budgets; provides consultation in the development and carries out the goals and objectives of the City Administrator with respect to the City's financial functions; provides technical staff support, information, and assistance to the City Council, City Administrator; continually monitors the City's financial health and provides regular reports to the City Administrator, City Council, and City staff; provides direction and support for other Department management staff; manages the City's investment activities; develops long range financing plans, scenarios, and forecasts; oversees purchasing and procurement functions; coordinates annual audits with outside auditors to insure proper financial statements and internal controls; develops and administers a Department budget; oversees selection, supervision, evaluation, and job development of Department staff; develops and implements plans and procedures for improving Department services; represents Department functions with citizens, community organizations, and other government agencies; represents assigned functions with City staff and other governmental agencies as delegated.

DIRECTOR OF FINANCE

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of financial administration, accounting, auditing, and financial recordkeeping.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting City finance and general service functions.
- Financial analysis and research.
- Investment principles and practices.
- Purchasing methods and procedures including warehousing and inventory control.
- Functions of the City Treasurer.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the City's financial and general service functions.
- Provide supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate finance, accounting, and auditing systems and procedures.
- Develop and explain the City's operating and capital improvement budgets.
- Direct the preparation of complex financial statements and reports.
- Insure use of sound investment policies and procedures.
- Develop, implement, modify, and oversee purchasing and procurement services.

DIRECTOR OF FINANCE

EMPLOYMENT STANDARDS - (cont.)

- Serve as an advisor to the City Council, City Administrator, and other boards and commissions.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to finance and general service functions.
- Access the credit markets at reasonable terms.
- Effectively represent the City's Finance and Services Department with concerned individuals, organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in finance, accounting, or business administration or a closely related field. A Master's degree is desirable.

Work Background: Five years of progressively responsible and varied professional experience in public finance and general services functions, including three years of experience in a supervisory, management, or administrative position.

August 1992 July 2007 (Res. #07-57)