



DECEMBER 2019
FLSA STATUS: EXEMPT

**FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR
(ELECTED TREASURER)**

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance and Administrative Services Department, including finance, human resources, information technology, and customer service; directs and administers the fiscal operations and activities of the City, which include budgeting, investments, financial transaction processing, record-keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, and business licensing. Provides oversight to human resources programs including recruitment and selection, classification and compensation, employee relations, labor relations, risk management, safety and training; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required. Provides contractual oversight of information technology that includes networking, fiber network development, data security and recovery, hardware management and replacement for servers, switches, desktop and mobile devices. Contracts and provides oversight for internet service providers and telecommunications providers. Responsible for development of information risk management programs, performance standards and technology audits.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over fiscal and administrative support staff.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the Administrative Support Services Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services, ensuring compliance with mandated and professional practices in all functional areas. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Administrative Support Services Department, including finance, human resources information technology, and customer service;
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change
- Assumes full management responsibility for all financial programs, services, and activities, including finance, treasury, investment management, accounting, purchasing, billing, information technology and customer service activities.
- Manages and coordinates the development of the City's annual operating and capital budgets; works with department managers to provide them with fiscal information needed for their departmental budget development and determine what budget adjustments may be needed to meet fiscal constraints; provides for financial forecasting and planning; tracks the adopted budget for revenue and expenditure variances, prepares periodic budget reviews for submission to City departments; prepares and presents budget related reports to City Council, City Manager and department heads.
- Establishes the City's central budgeting, accounting, and financial reporting systems and practices; evaluates accounting procedures and financial controls; responds to and addresses, and implements audit findings and recommendations; ensures compliance with Federal, State, and local government accounting and financial reporting standards and controls.
- Manages the City's investment portfolio; ensures that investments meet the City's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the City Council.
- Manages all activities related to the City's finance and accounting functions, including financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, business licensing, processing and issuance of checks and warrants, cash receipts, and the electronic accounting system.
- Directs the City's purchasing system, consistent with the purchasing ordinance and in accordance with accepted municipal purchasing procedures and internal control systems; manages the fixed asset inventory system.
- Assumes full management responsibility for all human resources programs, services, and activities, including employee benefits, recruitment and selection, classification and compensation, employee relations, labor relations, risk management, safety and training.

- Manages the City's employee benefits programs; reviews programs to ensure they meet the City's requirements; works with external service providers and City management to research options and negotiate contracts.
- Directs the City's recruitment and selection processes to ensure they are conducted in a fair and equitable manner consistent with mandated requirements and best practices.
- Works with management, supervisors and employees on the interpretation and correct application of City policies, procedures, and programs; investigates employee complaints.
- Serves as a member of the City's management team in labor contract negotiation processes with its bargaining units; provides fiscal evaluations of proposals for management and City Council.
- Manages the City's risk management function including property, liability, workers compensation and excess pollution; works with risk management administrators and negotiates coverage and rates; works with employees and medical providers to coordinate disability retirement, return to work programs and reasonable accommodation for employees.
- Manages the City's classification and compensation programs to ensure positions are properly classified and that compensation is externally competitive and internally equitable.
- Manages the City's information technology program ensuring compliance with established hardware and software procurement standards; works with contracted technology services on the development of strategic plans for technology implementation, including planning for networks and software development.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other services as they relate to the area of assignment.
- Directs the establishment and maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of public agency budget development, implementation and management.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, and reconciliation; municipal taxation and revenue management.
- Principles and practices of municipal procurement and contract administration.
- Principles of cash management and investments.
- Principles of debt issuance and management.
- Principles of costing pension benefit and analyzes long term impact on financial resources.
- Principles and practices of human resources program development and management including recruitment and selection, benefits management, classification and compensation, employee and labor relations, and risk management and safety.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles and practices of information technology program planning and implementation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Develop new and/or revise policies and procedures to adapt to internal and external policy changes.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Effectively manage a comprehensive finance program within a municipal environment.
- Negotiate contracts and agreements.

- Represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to graduation from an accredited four (4) year college or university with major coursework in finance, accounting, economics, business or public administration, or a related field and seven (7) years of management and/or administrative experience in municipal finance and accounting.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate valid California's driver's license by date of appointment.
- Preferred Certified Public Accountant, Certified Management Accountant or Certified Municipal Finance Officer.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.

