

Assistant City Manager/Director of Finance

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the financial activities and operations of the Finance Department and other assigned departments; and the Placerville Finance Authority, including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, purchasing, utility billing and other divisions, programs, and functional areas as assigned; maintains records for all the City's fixed and liquid assets; ensures all resources within each division are properly allocated and managed; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. Serves as Acting City Manager in the absence of the City Manager.

IDENTIFYING CHARACTERISTICS

The Assistant City Manager/Director of Finance is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall. The incumbent is responsible for accomplishing the City's goals and objectives related to assigned program areas.

REPRESENTATIVE DUTIES

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.

1. Assumes full management responsibility for all Finance Department services and activities including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, purchasing, and utility billing; ensures internal controls, accuracy of financial records, and compliance in grant reporting.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. 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.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Finance Department's work

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- plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
 7. Oversees and participates in the development and administration of the Finance Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
 8. Manages and participates in the development and administration of the City's annual budget; analyzes expenditures and revenues for budgetary purposes; prepares the annual budget documents for submittal to the City Manager and City Council.
 9. Performs financial and budget analysis for Department heads, City Manager and City Council.
 10. Oversees monthly processing of general ledger including account analysis, journal entry preparation, creation of new funds, liaison with department heads, and issuance of monthly revenue and expense summaries for all City funds.
 11. Conducts, directs, and coordinates the activities of financial studies involving the acquisition of assets, operating/non-operating revenue and expenditure programs, and cash management.
 12. Oversees and administers employee benefits including health insurance, CalPERS, Section 125 Plan, and Section 457 plans; provides support to the City Manager for City-wide collective bargaining including research, cost analysis, and settlement strategies.
 13. Manages the utility billing system for the City; responds to and provides support for difficult utility billing customers.
 14. Oversees City's investment program; performs investment analyses and recommends types of investments that would be the most effective for the City; recommends investment policies and procedures; invests City funds in accordance with approved policies and procedures; maintains records of investments and related documents.
 15. Oversees payroll functions for the City; provides assistance to staff for difficult payroll issues.
 16. Oversees, prepares, and reviews the completion of a variety of documents and reports including state and federal grant reports.
 17. Coordinates audit functions for the City; assists with the annual audit of City revenue audits.
 18. Administers activities related to the Finance Authority as necessary.
 19. Assists the City Manager in the administration of the City's risk management program.
 20. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
 21. Represents the Finance Department to other departments, elected officials, and outside agencies

including community organizations; develops community recourses; coordinates assigned activities with those of other departments and outside agencies and organizations.

22. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
23. Participates on a variety of boards, commissions, and committees including City Council.
24. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of finance, accounting, purchasing, and related fields; incorporates new developments as appropriate.
25. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
26. Serve as Acting City Manager in the absence of the City Manager.
27. Performs related duties as required.

QUALIFICATIONS

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:

1. Operations, services, and activities of a comprehensive municipal financial management program.
2. Principles and practices of accounting, auditing, capital financing, business law, budget control, and administration.
3. Advanced principles and practices of program development and administration.
4. Principles and practices of municipal budget preparation and administration.
5. Principles of supervision, training, and performance evaluation.
6. Generally Accepted Accounting Principles (GAAP).
7. Government Accounting Standards Board (GASB) pronouncements.
8. Principles and practices of cost accounting.
9. Principles and practices of internal control and auditing.
10. Practices and methods of public agency financing.
11. Principles, practices, laws, and regulations governing the investment and management of public funds.
12. City functions and associated financial management issues.
13. Finance and governmental accounting theory, concepts, procedures, and techniques.

14. Principles and procedures of cash management.
15. Principles, procedures, and techniques of financial analyses.
16. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
17. Advanced principles and practices of program development and administration.
18. Principles and practices of municipal budget preparation and administration.
19. Principles of supervision, training, and performance evaluation.
20. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Manage and direct a comprehensive Finance Department including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, purchasing, and utility billing programs.
2. Develop and administer departmental goals, objectives, and procedures.
3. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
4. Identify and respond to sensitive community and organizational issues, concerns, and needs. Plan, organize, direct, and coordinate the work of lower level staff.
5. Delegate authority and responsibility.
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8. Select, supervise, train, and evaluate staff.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Research, analyze, and evaluate new service delivery methods and techniques.
11. Prepare clear and concise administrative and financial reports.
12. Prepare and administer large and complex budgets.
13. Interpret and apply applicable federal, state, and local policies, laws, and regulations.
14. Ensure adherence to Generally Accepted Accounting Principles.
15. Evaluate financial data and provide strategic direction on financial programs.

16. Develop and implement financial procedures and controls.
17. Perform complex accounting and financial analysis.
18. Identify and respond to community and City Council issues, concerns, and needs.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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:

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

Experience:

Six years of increasingly responsible experience in public accounting or municipal finance, including three years of management and administrative responsibility.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment:

Work is performed primarily in a standard office environment with some travel to attend meetings; frequent interaction with City staff and the general public.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.