

DEPUTY DIRECTOR OF FINANCE

DEFINITION

Under the general direction of the Director of Finance, organizes, supervises, and directs the operations of the department with responsibility for fiscal, budgetary, or other supportive services; represents the department on administrative matters involving other departments and agencies; supervises management, professional, technical, and clerical staff; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is single management level classification that reports to the Director of Finance. The incumbent assists with the administrative and management responsibility within the Finance Department which includes purchasing, accounting, budget, revenue (billing, collections and projections), and treasury operations. The incumbent coordinates activities with other City departments and outside agencies; completes complex studies and analyses – including long-range fiscal modeling. The Deputy Director will assist in the development of programs to identify and develop new, sustainable revenue sources. This classification is distinguished from the department head in that the latter is responsible for planning, organizing and directing financial services for the City – as well as the entire Finance Department. The Deputy Director of Finance receives administrative direction from the Director of Finance and exercises direct supervision over professional, technical, and support staff.

SUPERVISION RECEIVED

General direction is provided by the Director of Finance.

SUPERVISION EXERCISED

Responsibilities include direct and indirect supervision of management, professional, technical, and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Provides administrative and fiscal oversight for divisional programs as assigned.

Advises the Director of Finance and others on program implications of financial activity and prepares a variety of financial reports.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including finance, accounting, and revenue; recommends, develops and implements policies and procedures.

ESSENTIAL DUTIES (continued):

Participates in the development and implementation of Finance Department goals, policies, and priorities.

Completes complex administrative and management studies for the department; analyzes alternative financing mechanisms; prepares comprehensive written narratives and statistical reports.

Performs budget analysis, develops financial and capital plans, and prepares short- and long-range fiscal forecasts.

Reviews legislative actions and supervises financial transactions and other activities as necessary to assure legislative compliance.

Under direction of the Director of Finance, assists with the implementation of the citywide budget process and related fiscal programs; manages the timely and accurate preparation of City performance based budgeting documents and financial reports; coordinates budgeting activities with other departments.

Plans, organizes, leads, and controls the work of assigned staff.

Facilitates development and implementation of improved financial management systems and procedures.

Administers and performs general and specialized finance activities as assigned.

Coordinates activities with other departments and agencies; provides information and assistance regarding finance matters, policies, and procedures.

Serves as liaison to various agencies and community or professional groups.

Prepares and reviews notices, agenda, minutes, and other materials.

Conducts a variety of special studies, prepares and presents various analyses, statistical compilations, and reports.

Ensures compliance with federal, state and local laws, regulations, codes, etc.

Functions as Acting Director of Finance as required.

Supervises, trains, and evaluates assigned staff.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Principles and practices of general, fund, and government accounting, including financial statement preparation and methods of financial reporting.

Principles and practices of business computer user applications.

Applicable city, state, and federal laws and regulations.

Organizational planning techniques, including staffing, goals and objectives, as well as work standards development.

Laws regulating the investment of public funds.

Administrative principles and practices, including goal setting, program and budget development and implementation, and employee supervision.

Ability to:

Plan, organize, assign, direct, review and evaluate the work of assigned staff.

Exhibit and maintain strong leadership and interpersonal relations.

Analyze and make sound recommendations on complex financial data.

Plan, organize, and direct a wide variety of financial programs and activities.

Evaluate financial programs and provide recommendations for improvements.

Understand, interpret, explain and apply city, state, and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds and borrowing.

Develop and implement financial procedures and controls.

Perform complicated mathematical calculations and analyses utilizing Excel or other programs.

Evaluate the earning potential of tax-exempt investments and direct investment activities.

Prepare clear, concise and complete financial statements, reports, and other written materials.

Exercise sound, independent judgment within general policy guidelines.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Represent the City effectively in contacts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups.

Establish and maintain effective working relationships with all levels of City management and the City Council.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible supervisory and administrative experience in municipal or government financial management with substantial work in accounting, budget preparation, administration, analysis, and organization-wide coordination.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field; a CPA is desired.

Licenses and Certificates: Possession of a Certified Public Accountant license and/or certification as a Certified Public Finance Officer (CPFO) is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One year

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AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt