

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

FINANCE DIRECTOR

JOB PURPOSE

Under administrative direction, to plan, organize, and direct the financial activities of the City, which include detailed and interrelated City income and expenditure records, payroll, and employee benefits, utility billing, budget, financial reports, investments, and purchasing; and to do related work as required. This position is designated as City Treasurer.

EXAMPLES OF DUTIES

Essential Duties:

- Establishes, maintains and coordinates the accounting and financial systems of the City and establishes departmental priorities;
- Directs fiscal planning, internal control and auditing functions;
- Establishes and maintains accounts for proper budgetary control;
- Acts as chief financial advisor for the City;
- Prepares and supervises preparation of periodic and special financial reports;
- Directs the collection and investment of City funds;
- Supervises the approval, audit and certification of all claims against the City for payrolls, goods and services;
- Administers citywide purchasing and signs all purchase orders;
- Prepares revenue and expenditure estimates;
- Recommends revenue measures and rate revisions as needed;
- Provides data to departments and the City Manager to assist in citywide budget preparation;
- Supervises the application of data processing to financial activities;
- Attends City Council meetings as required;
- Develops and maintains departmental procedures;
- Keeps abreast of professional developments in the field of municipal finance by outside reading and attendance at professional meetings;
- Oversees the preparation of the departmental budget;
- Assists in the selection of new departmental employees;
- Directs the assignment, training and development of departmental personnel;
- Reviews employee performance;
- Resolves work and disciplinary problems;
- Plans and installs improvements in the organization and work of the department;
- Prepares reports to the City Council as needed;
- Meets with City Manager to discuss and resolve problems concerning work of the department;
- Directs the maintenance of records on work progress and prepares periodic reports of departmental activities.

Marginal Duties:

- Answers questions and complaints from the public regarding work of the department;
- Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to a Bachelor's degree in accounting or related field, and extensive experience in municipal finance, at least two years of which shall have been in an increasingly responsible administrative or supervisory positions; possession of a Master's degree is preferred.

Ability to: Effectively plan, organize, and direct municipal financial management programs in accordance with modern practices and standards; compile and analyze financial reports, make accurate revenue estimates; select, motivate, train and supervise employees; develop and install improvements in departmental organization and work procedures; analyze difficult programs and problems and develop positive courses of action; make mathematical calculations with speed and accuracy; operate office machines required to perform work effectively, such as dictaphone, computer and calculator; write clear concise reports; exercise good professional judgment and tact; reason and learn new techniques and equipment such as computer hardware and software; read, comprehend and apply moderately complex documents; follow oral and written instructions; speak effectively in making presentations to staff and the public; establish and maintain effective working relationships with the public, City staff and City Council; plan and prioritize own work independently and meet established deadlines; interpret financial and statistical data; participate with top management on a team basis; recognize and resolve problems; and exhibit initiative and resourcefulness in handling complex technical and managerial problems.

Knowledge of: Principles, trends, concepts, and legal aspects of governmental finance; principles of public administration; municipal accounting, taxation and revenue management; uses and capacities of data processing equipment; principles of organization, supervision, and employee training; modern office procedures, practices and equipment; laws and regulations affecting the work of the department; and proper English grammar and usage.

CITY COUNCIL APPROVAL: November 11, 1986